

## SAIBT STUDENT PROGRESS AND INTERVENTION PROCEDURE

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<b>Effective Date:</b>	04/01/2010	
<b>Version Number:</b>	1.0	<b>Last Amendment Date:</b> n/a
<b>Parent Policy:</b>	A013 Student Progress and Intervention Policy	
<b>Related Documents:</b>	Glossary of Terms Complaints and Appeals Policy (Student Related Matters) Transfer of Provider Policy	
<b>Implementation &amp; Review:</b>	SAIBT/CELUSA Executive	
<b>Superseded Documents:</b>	A013 Student Progress and Intervention Policy, 03/04/2008 A013 Student Progress and Intervention Procedures, 08/04/2008	

Any person who requires assistance in understanding any aspect of this document should contact the Quality & Compliance Officer.

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### 1 Purpose

This procedure sets out the manner in which SAIBT will assess, record and monitor the progress of each student and provide feedback and support services to promote satisfactory academic progress. This procedure should be interpreted in accordance with the *Student Progress and Intervention Policy*.

### 2 Scope

These procedures apply to all students enrolled in a SAIBT program, and to all Academic and Student Services Centre staff involved in the delivery of such programs.

### 3 Definitions

An **“at risk” student** is a student who does not pass at least 50% of their enrolment in a given study period.

**Intervention strategy** describes the process whereby an “at risk” student is notified of their status and provided with additional support. Where an intervention strategy is implemented, SAIBT may extend the student’s course duration in accordance with SAIBT policy *A012 Student Load Monitoring*.

### 4 Procedure

#### 4.1 Monitoring of student progress

SAIBT records the academic achievement of each student in its electronic student record system. At the end of each semester a report will generate a list of “at risk” students.

#### 4.2 “At risk” procedures and intervention strategy

Students who are identified as “at risk” will be assigned an intervention level. A record of all actions taken as part of the “at risk” procedures and intervention strategy will be held on the students’ file.

#### **4.2.1. Intervention Level 1**

Students identified for the first time as an “at risk” student will be coded in the student data base as “intervention level 1”, and be subject to the following intervention strategy:

- a) sent a warning message outlining the consequences of poor academic achievement
- b) required to successfully complete a Tertiary Skills Development course provided free by SAIBT;
- c) restricted in their enrolment to a maximum of 3 courses per semester;

#### **4.2.2. Intervention Level 2**

An “intervention level 1” student who in any subsequent semester fails to achieve a pass in at least 50% of their enrolment will be re-coded in the database as “intervention level 2”. These students will be required to attend an interview with the Deputy Academic Director (or nominee) where an appropriate intervention strategy will be negotiated. This may include:

- a) Restricted enrolment (maximum 3 courses per semester);
- b) identification and implementation of support strategies to enhance the student’s progress;
- c) a recommendation that the student seek appropriate personal and/or academic support from within or outside of SAIBT;
- d) a requirement that the student successfully complete a Tertiary Skills Development course provided free by SAIBT;
- e) regular feedback from academic staff that may include discussion, continuous (perhaps informal) assessment to track progress, model answers, lists of common mistakes, peer and self evaluation;
- f) counselling to consider alternative tertiary programs at another higher education or VET provider;
- g) other such support as deemed appropriate by the Deputy Academic Director (or nominee) in light of the academic and/or personal difficulties facing the student.

### **4.3 Unsatisfactory academic progress**

A student who is identified as “intervention level 2” and who fails to achieve a pass in at least 50% of their enrolment in a subsequent semester will be deemed as making unsatisfactory academic progress. The following procedure will be followed:

- a) Domestic students will be provided with a written notice of intention to preclude them from further studies at SAIBT. International students will be provided with a letter of intention to report them through PRISMS for unsatisfactory academic progress.
- b) The letter will include a copy of the *Student Progress and Intervention* policy and procedures, and inform the student that they are able to access SAIBT’s complaints and appeals processes, and that they have 20 working days in which to do so.
- c) Where the student does not lodge an appeal within 20 working days, or the appeal is rejected, the student’s enrolment will be terminated. An international student terminated under this procedure will also be reported through PRISMS for unsatisfactory academic progress.
- d) A student who has been sent a letter of intention to report may not apply for withdrawal or release unless the matter has been overturned by an appeal.

#### **4.4 Student Support**

In addition to specific support negotiated in an intervention policy, SAIBT conducts:

- a) subject specific help desks and workshops outside of normal class contact hours;
- b) Academic English support help desks throughout the semester;
- c) numeracy workshops throughout the semester;
- d) a six week Tertiary Skills Development program, provided free of charge.

#### **4.5 Student Appeals**

- a) Students who are notified of an intention to report for unsatisfactory academic progress may register an appeal under the *Academic Appeals Procedure* within 20 working days.
- b) The student must maintain enrolment and attend classes while the appeal is being processed. The student will continue to be monitored under the intervention strategies in place.
- c) Where the student's appeal is successful, the student will be permitted to continue their enrolment.

#### **4.6 Returning to study**

A student whose enrolment has been terminated under this policy may re-apply for admission to SAIBT after one year. Such students may be subject to additional conditions upon re-enrolment.

### **5 Procedure Revision**

This procedure may be revised from time to time without notice. The current version is always available in electronic form from the SAIBT and CELUSA websites.

## APPENDIX 1: PROCEDURE SUMMARY

Steps	Responsible person and action	Semester Week
1. Policy A013 Student Progress and Intervention on Website	Academic Director	Pre - Orientation
2. Advice to students about successful progress requirements	Academic Director	Orientation
3. Statement of assessment requirements in course booklet	Course co-ordinator	0
4. Identify "at risk" students	Manager Student Support Services - Run MAZE report of students who passed less than 50% of enrolment.	Date results available, but before release
5. Sort into "intervention levels", to be forwarded to Deputy Academic Director for processing	Manager Student Support Services - 1 <sup>st</sup> time <50% success, student becomes "intervention level 1" - 2 <sup>nd</sup> time student becomes "intervention level 2" - 3 <sup>rd</sup> time – intention to report	Immediately after step 4
6. Intervention Level 1	Manager Student Support Services - email warning - add enrolment restriction (max. 3 subjects) - add alert to MAZE "#sem. code# - Student on "At Risk Intervention Level 1"	At/after results release date, but before enrolment opens
7. Intervention Level 2	Deputy Academic Director - block online enrolment - email notification - add alert to MAZE "#sem. code# - Student on "At Risk Intervention Level 2"	At/after results release date, but before enrolment opens
8. Intention to report	Academic Director - Intervention Level 2 students who fail to meet requirements informed - Letter of intention to	At/after results release date, but before enrolment opens

	report	
9. Student appeal under SAIBT Academic Complaints Policy	Academic Director/ Academic Board	
10a. Report of student	Academic Director authorises report on PRISMS if no appeal was lodged within 20 working days, or the appeal was rejected.	At expiry of 20 working day period
10b. Report of student	Manager Student Support Services adds following Student Course Variation: "Unsatisfactory Course Progress"	At expiry of 20 working day period.

## APPENDIX 2: FLOW CHART

