

International Students - Attendance and Course Progress Monitoring Policy

Wodonga TAFE will monitor and record International Student's attendance as well as a number of performance indicators to ensure that satisfactory attendance and course progress is maintained at a level that provides students with the best opportunity to achieve a positive outcome from their time at the Institute.

The performance indicators and minimum acceptable levels are:

- Satisfactory attendance in scheduled classes - a minimum of 80% attendance of scheduled course contact hours
- Satisfactory course progress in each course the student is enrolled in - successful completion of or demonstrating competency in at least 50% of the course requirements in each defined study period
- Ability to complete the enrolled course within the timeframe nominated on the student's Confirmation of Enrolment (*note: where available, online or distance learning will not exceed 25% of the course delivery*).

The listed performance indicators will be reviewed at the end of each study period or maximum six months of study.

Attendance and course progress are monitored and reviewed according to the Institute's procedures:

- *CP020 International Students - Attendance Monitoring Procedure*
- *CP021 International Students - Course Progress Monitoring Procedure.*

Where a student's attendance or performance falls below acceptable levels the Institute will instigate intervention action as described in the above procedures.

If the intervention action does not result in an improvement in attendance or course progress Wodonga TAFE will notify the student in writing of its intention to report their unsatisfactory attendance or course progress to the Department of Education, Employment and Workplace Relations (DEEWR), and advise the student that as a result their student visa may be cancelled by the Department of Immigration and Citizenship (DIAC).

This notification will also inform the student that they are able to access Wodonga TAFE's complaints and appeals process, and that they have 20 working days in which to do so.

Wodonga TAFE values the contribution that International Students make to its community and provides a number of support services to assist them in making their experience a rewarding one. Any student can access these support services by discussing with their teacher or contacting the Learner Services department.

M. O'Loughlin
CEO

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