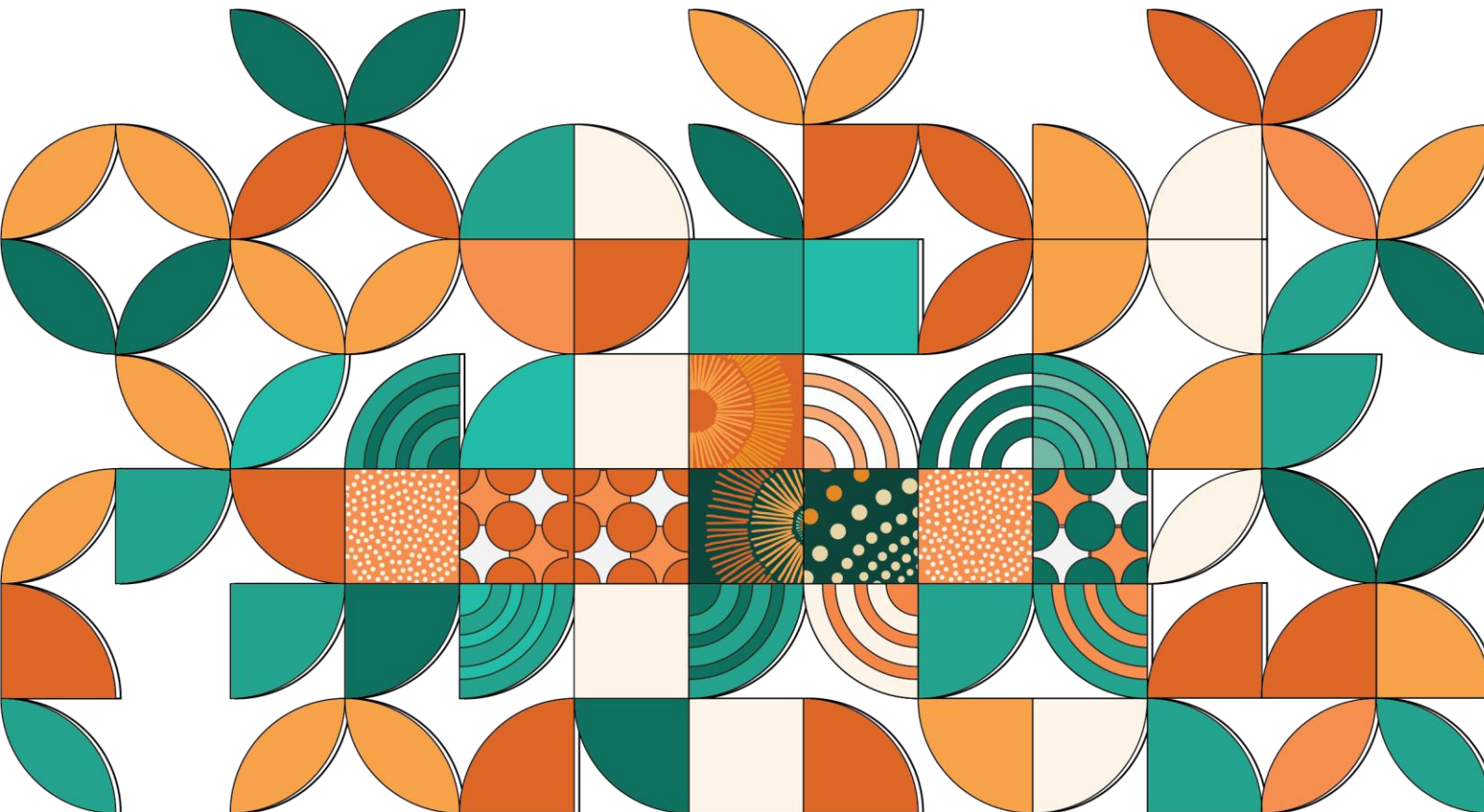


Academic Participation and Progress Policy

Domestic and International Students



SECTION 1

1. Purpose

- 1.1 The purpose of this policy is to ensure that the Institute of Health and Nursing Australia (IHNA) establishes standards for monitoring students' attendance, academic progress, and course completion.
- 1.2 This policy facilitates prompt intervention for students at risk of not meeting attendance standards and course progress.

2. Scope

- 2.1 This policy applies to all students (domestic and international) admitted to any course or unit at IHNA.
- 2.2 This policy aligns with ensuring regulatory compliance in monitoring student attendance and progress.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Policy Principles General Directives to All Students

- 4.1 IHNA ensures that all students receive clear information about the requirements for maintaining satisfactory attendance and course progress. This information is provided before the course commences to support student success and compliance with regulatory standards.
- 4.2 IHNA ensures students meet attendance and academic requirements while proactively identifying and supporting those experiencing unsatisfactory progress.
- 4.3 IHNA monitors student attendance and course progress to ensure compliance with academic requirements and visa conditions (applicable for international students).
- 4.4 IHNA monitors and records students' attendance and course progress internally on its Student Management System (SMS), which may impact assessment eligibility and student performance.
- 4.5 IHNA assesses course progress based on student engagement of participation in learning activities, timely submission of assessments and satisfactory outcomes.
- 4.6 IHNA proactively monitors student attendance and course progress, promptly identifying and assisting students 'At Risk'. Students receive timely notifications, counselling, and targeted support for early interventions, engagement, re-engagement and intervention strategies in accordance with established procedures to help them stay on track.
- 4.7 IHNA extend the duration of a student's enrolment only under specific circumstances, advising students of potential impacts on their visa (applicable for international students).
- 4.8 IHNA adhere to online learning limits and delivers online learning only in alignment with the

Australian Skills Quality Authority (ASQA)'s online delivery regulatory guidelines.

4.9 IHNA ensure that students maintain full-time attendance and course progress unless specific exceptions apply, including (refer to the Procedure for detailed information):

- a. Compassionate or compelling circumstances with proper and authentic evidence.
- b. Intervention strategies in place to support students experiencing academic challenges.
- c. Granted credit transfers or recognition of prior learning that reduce the required course load.
- d. Pre-requisite units are not available.

4.10 IHNA will maintain the student's enrolment status until certain conditions are met. Reporting a breach can only occur if:

- a. Both internal and external complaints and appeals processes have concluded, with the breach confirmed;
- b. The student does not access the internal complaints process within the 20-day period;
- c. The student chooses not to access the external complaints process; or
- d. The student withdraws from the appeals process in writing.

4.11 IHNA may extend student's enrolment only if:

- a. Compassionate or Compelling Circumstances: IHNA will determine whether there are valid, compassionate or compelling reasons supported by evidence (refer to the Procedure for detailed information).
- b. Intervention Strategy: An intervention strategy has been implemented, or is in the process of being implemented, for a student identified at risk of not meeting course progress requirements (refer to the Procedure for detailed information).
- c. Approved Deferral or Suspension: A deferral or suspension of the student's enrolment has been approved.

4.12 IHNA reviews the request on a case-by-case basis if a student requests re-enrolment after being reported for unsatisfactory progress.

5. Policy Principles for International Student

5.1 IHNA ensures that the study duration listed on the international student's Confirmation of Enrolment (CoE) must not exceed as specified in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

5.2 IHNA ensure that all international students are accountable for attending scheduled classes, with a requirement to maintain a minimum attendance of 80% to comply with the National Code. Failure to meet this requirement may result in ineligibility for assessment submissions or work placements.

5.3 IHNA reports to the Department of Home Affairs (DHA) via the International Student Management System (PRISMS) of international students who fail to meet attendance requirements and

satisfactory course progress.

- 5.4 When a student does not meet satisfactory and required attendance/course progress, IHNA will issue Written Warning Letters and Notice to the student stating its Intention to Report to DHA via PRISMS. The written notice includes the student's right to access the internal complaints and appeals process with the IHNA Complaints and Appeals Policy and Procedure.
- 5.5 Under specific circumstances, IHNA may not report a student for attendance below 80% (If the student's attendance reaches at least 70% and the student demonstrates satisfactory course progress.
- 5.6 If a student's enrolment extension is granted and the student's visa expires before course completion, the student must apply for a new Student visa to complete their studies. Further information on the student visa is available on the Department of Home Affairs website.

6. Policy Principles for Domestic Student

- 6.1 When a student does not meet satisfactory and required attendance/course progress, IHNA will issue Written Warning Letters and Notice to the student stating its Intention to Cancel/Terminate Enrolment. The written notice includes the student's right to access the internal complaints and appeals process with the IHNA Complaints and Appeals Policy and Procedure.
- 6.2 IHNA ensures compliance with relevant State and Commonwealth contracts and eligibility requirements, including VET Student Loans, the Skills First Program, the Department of Training and Workforce Development (DTWD), and Smart and Skilled. IHNA monitors domestic funded students' attendance and course progress to meet these obligations.

7. Complaints and Appeals

- 7.1 Students have the right to appeal any decision related to this Policy through IHNA's Complaints and Appeals Policy and Procedure. This policy aligns with the requirements set out in the Standards for RTOs, the ESOS Act and the National Code, ensuring a fair and transparent process for students seeking resolution.

8. Record Keeping

- 8.1 IHNA files all documentation, records, and outcomes in the student's profile and the IHNA Student Management System (Knowledge Hub) for accurate tracking and compliance.

9. Ongoing Review

- 9.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor relevant changes in this policy's standards, legislations and rules. Any necessary updates to this policy will be incorporated and reflected in the continuous improvement register.

10. Responsibility

- 10.1 Nurse Educators, Trainers and Assessors are responsible for regularly monitoring and recording students' attendance and course progress in the Student Management System.
- 10.2 Nurse Educators, Trainers and Assessors identify students as 'At risk', notify to the Administration Officer/Student Support Officer and implement necessary support and intervention strategies as required.
- 10.3 The Student Support Team is responsible for coordinating the implementation and monitoring progress of the intervention strategies with Nurse Educators/Trainers/Assessors and Training Managers to support students in meeting the required attendance and course progress standards.
- 10.4 Training Managers oversee student attendance and course progress, ensure that Nurse Educators/Trainers/Assessors and the Student Support Team adhere to established procedures, promptly address course progress-related concerns, and implement appropriate support and intervention strategies.
- 10.5 The Quality Assurance team actively monitors and reviews student progress to ensure compliance with academic standards and regulatory requirements.

SECTION 3

11. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Academic Participation and Progress Procedure for International Student • Academic Participation and Progress Procedure for Domestic Student • Student Support Services Policy • Student Support Services Procedure • Admission and Enrolment Policy • Admission and Enrolment Procedure • Academic Participation and Progress Policy • Academic Participation and Progress Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Code of Conduct Policy • Student Code of Conduct Procedure • 1st Warning Letter Unsatisfactory Attendance / Academic Progress • 2nd Warning Letter Unsatisfactory Attendance / Academic Progress • Notice of Intention to Report Unsatisfactory Attendance or Academic Progress (Applicable for International Students) • Notice of Intention to Cancel/Terminate Enrolment (Applicable for Domestic Students)
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017

	<ul style="list-style-type: none"> • The Nursing and Midwifery Board of Australia (NMBA) • Australian Health Practitioner Regulation Agency (Ahpra) • Australian Core Skills Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
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Document Custodian	Academic Director
Committee Responsible	Learning and Teaching
IHNA DocID	IHNA-APPP1-5.0
Department	Student Support
SRT02015 Stds and sub-standards	Standards for RTOs - Clauses 1.7, 5.4 and 6.1 to 6.6 - Clauses 1.1 to 1.4 and 2.2 - Clauses 1.8 to 1.12
ESOS Act and National Code	Standard 8

12. Change History

Version Control		Version 5.0
Version No.	Date	Brief description of the change, including version number, changes, who considered, approved, etc.
V.3.0	10/03/2021	Separated the Procedure from the relevant Policy, revised and updated in a new template with updated information on ITT/ITP, approved by the Academic Board on 10/03/2021
V.4.0	05/06/2024	Updated in the new template and logo, establishes clear definitions for 'at-risk' and 'unsatisfactory progress' to ensure consistent evaluation, moved definitions into the Glossary of Terms
V.5.0	05/02/2025	Rewritten the sentences for clarity and rearranged the sentences and sections in line with IHNA's current practices. Amended and merged the information from the Student Attendance, Academic Progress and Completion Monitoring Policy and archived this Policy.