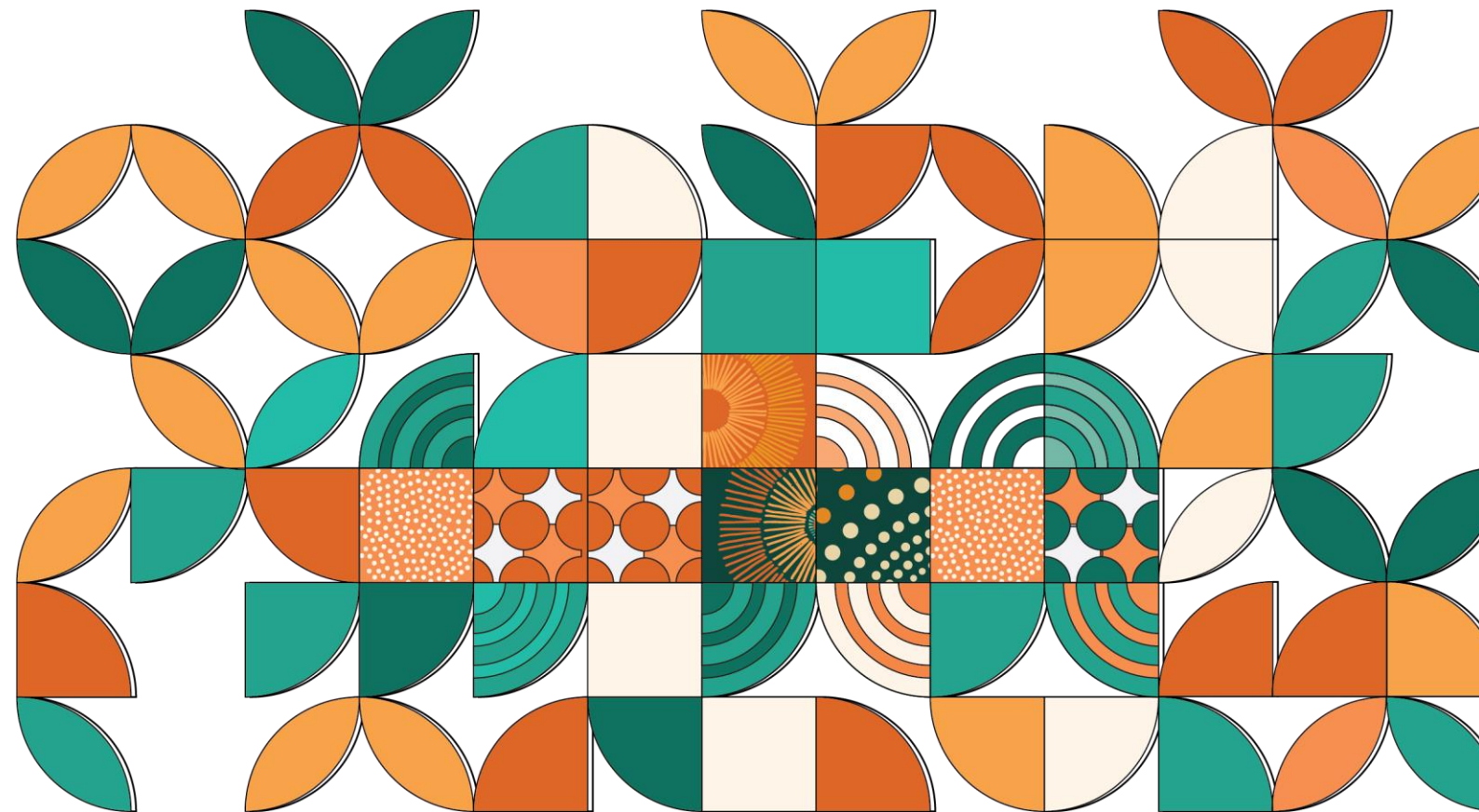# Academic Participation and Progress Policy

SECTION 1

1. Purpose

1.1 This policy sets out the framework for the effective, consistent and timely identification and management of participation and progress in learning and assessment issues that may arise in the Institute of Health and Nursing Australia (IHNA). The objective of the policy also includes identifying and supporting students whose health, behaviour and/or actions in relation to their participation and progress in learning.

1.2 The purpose of the Policy is to establish a framework for the effective, uniform, and prompt identification and handling of issues related to participation and progress in learning and assessment at the Institute of Health and Nursing Australia (IHNA). Additionally, the policy aims to identify and provide support to students whose health, behavior, or actions may impact their participation and progress in learning.

2. Scope

2.1 This policy is applicable to:

    2.1.1 all students admitted to a course or unit of IHNA;

    2.1.2 all students enrolled or those who wish to enrol or re-enrol in a course or unit; and

    2.1.3 former students seeking to return to study in a course or unit.

2.2 This policy applies to:

    2.2.1 all IHNA courses; and

    2.2.2 all training and assessment locations.

2.3 This policy does not operate in matters where a student is alleged to have committed general misconduct or subject to an action in accordance with the Plagiarism and Cheating Procedure. This procedure applies to all students admitted to any course or unit at IHNA.

SECTION 2

3. Definitions

3.1 **AQF certification documentation** is the set of official documents that confirms that an AQF Qualification or statement of attainment has been issued to an individual.

3.2 **Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

3.3 **At risk** A student is at risk if they fail to meet three or more assessment deadlines or if they fail to achieve satisfactory outcomes in three or more of the competency standards being assessed. Students may also be deemed to be at risk based on other evidence at the discretion of an Educator in consultation with the Course Coordinator.

3.4 **Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

3.5 **Educator** the Trainer, Assessor or Teacher in charge of a unit or course being undertaken by students.

3.6 **Knowledge Hub (KH)** refers to IHNA's student management system and resources repository.

3.7 **Satisfactory progress** Students who are meeting all or most of their assessment deadlines, required volume of learning and achieving satisfactory outcomes for all or most of the competencies being assessed are deemed to have satisfactory progression.

3.8 **Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

3.9 **Student** A person being taught, trained and/or assessed by the RTO as part of a course of study that leads to an AQF qualifications.

3.10 **Training** The process used by an RTO or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product within the RTO's scope of registration.

3.11 **Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.

3.12 **Unsatisfactory Progress** A student's progress is deemed to be unsatisfactory if they are failing to meet most assessment deadlines or if they are failing to achieve satisfactory outcomes in most competency areas being assessed.

3.13 **VET accredited course** means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses.

3.14 **Skills First** means the funded training program managed by the Department of Education and Training in Victoria.

3.15 **Smart and Skilled** is a funded program for vocational education and training (VET) managed by NSW Government.

4. Policy

4.1 IHNA is committed to the delivery of high-quality training outcomes for students through the regular monitoring and assessment of student progress and through the provision of high quality tuition and support to students. The policy sets out how IHNA meets the commitment, whilst ensuring compliance with regulatory requirements.

4.2 Academic participation and progress is the process by which students can advance in their course of study, having fulfilled all learning and assessment requirements.

4.3 The monitoring of student participation and progress is an important strategy to assist students to achieve their course outcomes by;

4.3.1 Allowing for the early identification of students whose academic progress is less than satisfactory and who may need appropriate learning support, resource and assistance; and

4.3.2 Identifying and excluding students who continue to make unsatisfactory progress including the strategy for early exit from a course.

4.4 IHNA supports students to fulfil the requirements of their course by:

4.4.1 identifying students at risk of not making satisfactory progress throughout their course;

4.4.2 supporting students at risk through specific strategies and academic advice; and

4.4.3 continuously monitoring the academic progress of students at risk.

4.5 For students to complete their studies within the expected duration specified on their Confirmation of Admission, students must meet academic progress and attendance requirements as specified in the definitions in this policy. Where requirements are not met, Academic Participation and Progress Procedures will be followed.

4.6 IHNA support services are responsible for providing students at risk with strategies and advice to support.

4.7 satisfactory progress in their learning.

4.8 Students must be offered reasonable support to enable successful completion of study in courses and units.

4.9 The National Registrar and National Training Managers must ensure that staff, or any committee, involved in implementing this policy:

4.9.1 consider what support may be offered to students to provide equal opportunities and/or reasonable adjustments for all students to develop their full learning potential and benefit from their course;

4.9.2 undertake procedures or processes that are transparent to the student involved;

4.9.3 handle matters raised under this policy sensitively;

4.9.4 maintain student confidentially as far as possible in the circumstances; and

4.9.5 provide any student, subject to a concern about the student's participation and progression in study, an opportunity to be heard.

5. Recording and Reporting

5.1 All documentation, records and outcomes of interventions will be recorded on the student Profile in the Knowledge Hub.

5.2 With regards to the Diploma of Nursing Course, IHNA makes a mandatory notification to the Australian Health Practitioner Regulation Agency (AHPRA) if a student:

5.2.1 enrolled in the course has health impairment that, during the student undertaking the clinical component as part of the course, may place the public at substantial risk of harm, or

5.2.2 for whom IHNA has arranged clinical training has health impairment that, during the student undertaking clinical training, may place the public at substantial risk of harm.

5.3 IHNA may make a voluntary notification about a student to AHPRA when IHNA believes that the student has:

5.3.1 been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months imprisonment or more, or

5.3.2 may have a health impairment that you believe may harm the public, or

5.3.3 may have contravened a condition of the student's registration or an undertaking given by the student to the Nursing and Midwifery Board of Australia (NMBA).

6. Confidentiality

6.1 Any person or committee who exercises any power, carries out any function under this policy, or hears any appeal must treat the matter in the strictest confidence, except where necessary for the discharge of that person's or committee's responsibilities under to this policy or as otherwise required.

7. Responsibility

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7.1   The Academic Board has the overall responsibility for approving this policy. The National Registrar is responsible for implementing this policy. Other responsibilities are outlined within the policy.

8.   Reference

[Fact sheet: For education providers on student registration](#)

SECTION 3

9.   Associated Information

Related Internal Documents	- Academic Participation and Progress Policy - Access and Equity Policy - Student Complaints and Appeals Policy - Student Handbook - Notice of Intention to Terminate Enrolment Letter for Unsatisfactory Attendance and Academic Progress (Domestic Students) - Notice of Intention to Report Unsatisfactory Attendance or Academic Progress (International Students)
Related Legislation, Standards, and Codes	- Standards for RTOs 2015 - National Code of Practice for Providers of Education and Training to Overseas Students (2018)
Date Approved	23/11/2023
Date Endorsed	14/12/2023
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Approval Authority	Board of Directors
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Committee Responsible	Learning and Teaching Committee
IHNA DocID	IHNA-APAPP1-4.0
Department	Learning and Teaching
SRTO2015 Stds and sub-standards	Standards for RTOs 2015 - Standard 1

10.   Change History

Version Control	Version 4.0

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Version No.	Date	Brief description of the change, incl. 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 Academic Board on 10/03/2021
V.4.0	05/02/2024	Updated in the new template and logo

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