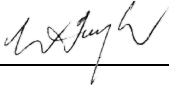


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| <b>Policy Name</b>          | <b>STUDENT PROGRESSION AND EXCLUSION POLICY</b>  |
| <b>Policy Number</b>        | <b>A009_PO_VET (Academic)</b>  |
| <b>Purpose</b>              | The purpose of this policy is to outline the principles governing vocational education and training (VET) student progression through an enrolled course, including a training package qualification or accredited course at Whitehouse Institute of Design, Australia (Whitehouse).   |
| <b>Scope</b>                | This policy applies to all Whitehouse students enrolled in all VET courses delivered by Whitehouse across all campuses.  |
| <b>Policy Statement</b>     | <p>Whitehouse is committed to maintaining high academic standards and supporting students to achieve competency in the VET courses/units of competency in which they are enrolled.</p> <p>Students are required to successfully complete all required units in the course in order to be awarded a qualification. Whitehouse issues Australian Quality Framework (AQF) certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package qualification or VET accredited course.</p> <p>Whitehouse recognises a correlation between attendance and academic achievement. All students are expected to attend all classes as specified in the timetable.</p> <p>Students are advised of course progression and completion requirements and Whitehouse attendance requirements prior to enrolment, upon course commencement and at the beginning of each study period.</p> <p>Whitehouse expects students to take responsibility for their learning and encourages them to seek assistance as required.</p> <p>Whitehouse informs students about available support services prior to and after enrolment. Information about support services is detailed in the Student Handbook, on the student zone of the Whitehouse website and at student orientation.</p> <p>Whitehouse recognises that early intervention and support of students considered to be academically at risk gives them the best chance of success. Whitehouse regularly monitors student attendance and academic performance. Interventions are applied in a timely and consistent manner to ensure that all students have the best opportunity to academically succeed.</p> <p>When it has been determined that a student is at risk of not meeting the requirements specified in the training package or VET accredited course in which they are enrolled, Whitehouse will advise them of the situation, and if relevant their school contact and parent/guardian, and will provide access to educational and support services to assist them to meet those requirements.</p> <p>Students deemed to be academically at risk and whose progression has not advanced after intervention strategies have been implemented may have their enrolment cancelled and may be excluded from further enrolment at Whitehouse for a specified period of time.</p> |
| <b>Relevant Legislation</b> | <ul style="list-style-type: none"> <li>• <a href="#">Standards for Registered Training Organisations (RTOs) 2015</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">National Vocational Education and Training Regulator Act 2011</a></li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2007</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> </ul>  |
| <b>Key Related Documents</b>                  | <p>Student Progression and Exclusion Procedure (VET)</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Academic Grievance and Appeals Policy (VET)</p> <p>Academic Grievance and Appeals Procedure (VET)</p> <p>Confirmation of Enrolment (CoE)</p> <p>Notification to Withdraw or Defer Studies Form</p> <p>Incidental Fee Schedule</p> <p>Withdrawal and Deferment Policy (VET)</p> <p>Withdrawal and Deferment Procedure (VET)</p>   |
| <b>Definitions</b>                            | <p>The following definitions apply for the purpose of this Policy.</p> <p><b>Academically at Risk</b></p> <p>A Student is considered to be <b>Academically at Risk</b> if they:</p> <ul style="list-style-type: none"> <li>• do not satisfy the assessment requirements of the first assessment submission in any unit in the course</li> <li>• fail to attend three consecutive classes in any given unit or</li> <li>• have not achieved competence for the same unit of competency twice.</li> </ul> |
| <b>Responsible Officer</b>                    | Academic Director   |
| <b>Approval Authority/ Authorities</b>        | Academic Board  |
| <b>Date Approved</b>                          | 10/12/2018  |
| <b>Date of Commencement</b>                   | 10/12/2018  |
| <b>Date for Review</b>                        | 10/12/2021  |
| <b>Documents superseded by this Procedure</b> | <p>008-11 P Student Progression and Exclusion Policy</p> <p>008-11 D Student Progression and Exclusion Procedures</p>   |

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| <b>Amendment History</b>                       | <p><b>10/2016</b><br/>Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p> <p><b>01/2013</b><br/>Changed formatting - included procedure and policy in one document<br/>Minor adjustments and inclusions to policy wording 19/09/2016</p> <p><b>19/09/2012</b><br/>Approved. (p.16 of Board Papers)</p> <p><b>NOTES:</b> The Student Progression and Exclusion Policy &amp; Procedure (G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word and G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word) state that Date Approved was 9 Dec 2011 by the Academic Board but the Cancellation Policy (G:\ACADEMIC\POLICIES and PROCEDURES\Draft) states that it has been approved at 19 September 2012 by the Board of Governors.</p> |             |             |
| <b>Signed and dated for Whitehouse Pty Ltd</b> |   | Les Taylor  | 10/12/18    |
|  | <b>Signature</b>   | <b>Name</b> | <b>Date</b> |

| INFORMATION FOR PUBLISHING ON POLICY REGISTER |   |
|---|---|
| <b>Category</b>                               | Academic  |
| <b>Stakeholders</b>                           | Academic Board<br>Executive Management<br>LTACC<br>Academic Staff<br>Administration Staff<br>Students |