Intervention Strategy Policy

PURPOSE:

In accordance with Nation Code 2007 standard 11.2 PCBT are a registered outcome based organisation and as such monitor students’ academic progress replacing student’s attendances. Using the Department of Education policy and procedures as a guideline, PCBT will establish procedures for monitoring students course progress and implement an intervention strategy for students at risk.

The Intervention Strategy policy sets out the process for identifying and assisting students ‘at risk’ of not making satisfactory course progress through a variety of reasons or circumstances. The intervention strategy specifies procedures for contacting and engaging identified students at risk.

At risk students are identified by either course progress monitoring and the subsequent warning letters or by student direct reconnection with the college.

Scope

This policy pertains to all international students enrolled at PCBT and the administration of this policy is the responsibility of the Academic Manager or that positions appointed representative. i.e. SSO

Early Warning Letters

An Early Warning Letter is sent to students who are identified at the end of each study period (study period being one term) do not meet, or by the end of the qualification may be at risk of not meeting the minimum academic progress requirements. Students can be at risk by a variety or situations or circumstances:

- the student has been deemed competent in less than 50% of the Units of Competency (UOC) for a study period.
- the student has not yet achieved competency in multiple UOC in the same study period after resubmissions.
- the student has displayed inappropriate behaviour patterns as per student conduct policy.
- the student has been enrolled for two study periods or more of and has unsatisfactorily completed 50% or less of the course.
- student has failed to pay their fees or schedules payment plans.

The early warning letter must contain:

- a warning that progress has not satisfactory,
- the reasons why it is not satisfactory (i.e. the reason of the warning letter including a list of the UOC not achieved in the referenced study period),
- and an option for the student to engage or contact via a consultation meeting with a student support officer.
SSO’s must comply with procedures as outlined in Intervention Strategy Procedures located in the *Completion, Progress and Attendance Policy* and ensure all students are treated with respect and without prejudice for any situation they are explaining or attempting to resolve is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).