

OXFORD COLLEGE, SYDNEY

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Policy and Procedure for Course Completion within the Expected Duration of Study

INFORMATION FOR STAFF AND STUDENTS

Policy

Enrolment Eligibility

Prior to enrolment into the Preliminary and/or Higher School Certificate course, the student's academic record and English level is assessed against the pre-requisite study and English level required by a student to satisfactorily complete the HSC course. Therefore, the eligibility of students to enrol in our Preliminary and /or HSC is verified to ensure that each student who receives a CoE from Oxford College, Sydney is 'in a position, at the time of enrolment, to complete the course within the expected duration as specified on their CoE'.

Monitoring and Assessment of Student Course Progress

The College's monitoring and assessment of student study progress, including intervention, ensures the student is in a position to complete the course within the expected duration as specified on their CoE'.

Students' course progress for the Preliminary and HSC course is monitored throughout their study at Oxford College, Sydney, via teacher classroom observation, classroom interaction and participation, class tests, assignments, assessment tasks and exams. All course delivery and assessment is face-to-face. There is no distance learning.

To meet the criteria for 'satisfactory course progress' for both the Preliminary and HSC course, a student will need to demonstrate that they have followed the course and applied themselves with 'diligence and sustained effort' in all tasks, including classroom participation, assignments, assessment tasks and exams. They will also have achieved at least some of the course outcomes provided in the course during a term, and satisfactorily completed at least 50 percent of assessment tasks in a study period. A study period is considered to be one term, or ten weeks.

Intervention to ensure Completion within the Expected Duration of Study

Students who are identified by classroom teachers as '*being in danger of failing to meet the course requirements*' therefore, in danger of not completing their course within the Expected Duration of Study, will be counselled by their class teacher, issued with a 1st Official Warning for each subject, and will be referred to the Principal for implementation of further intervention strategies to assist the student to remedy the situation so that they are still in a position to complete the course within the expected duration. This intervention can be at any time during a term, and/or at the end of the term or study period, but must be prior to the student failing course progress requirements.

Unsatisfactory Course Completion within the Expected Duration of Study

A final judgement will be made by the Principal at the end of each term, and only after intervention, as to whether an individual student has failed to meet the criteria for 'satisfactory course progress' and/or completion.

If the intervention programme has not been successful, and it becomes clear that the student is no longer in a position to 'completion the course within the expected duration of study':

- the Principal will issue an 'N' determination and report to the Board of Studies, Teaching and Educational Standards (BOSTES) via schools online; and
- the Registrar will advise the student in writing of the college's intention to report them to the Secretary of the Australian Government Department of Education through PRISMS, under section 19 of the ESOS Act, for 'not achieving satisfactory course progress within the expected duration, as specified on the student's CoE
- The Registrar will also advise the student in writing that he/she has **20 working days** in which to access the school's internal complaints and appeals process.
- an Appeals Form will be included in the Notice of Intention to Report.

The Registrar will notify **the Australian Government Department of Education via PRISMS** of the student not achieving 'satisfactory course progress' and/or completion progress' as soon as practicable where:

- I. the student **does not** access the complaints and appeals process within 20 days, or
- II. withdraws from the complaints and appeals process, or
- III. the complaints and appeals process results in favour of the school

The circumstances listed below, are the only circumstances, in which the Registrar may seek to extend the student's 'expected duration of study,' as specified in their CoE, beyond the CRICOS registered course duration:

- b) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the College was unable to offer a pre-requisite unit)
- c) the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- d) an approved deferment or suspension of study has been granted under Standard 13.

If any of the above circumstances apply, and a decision is made which results in the **student's duration of study** being **extended** beyond that stated on their CoE, the Registrar will:

- report the student variation information via PRISMS and/or ,
- issue a new CoE and,
- record the variation, including the reasons for the variation, on the College's "Course Variation Form" and place the form in the student's file.

Procedures

The College monitors the workload of students to ensure they complete the course within the duration specified in their COE. The College only enables students to extend the expected duration of study for the course through the issuing of a new COE in limited circumstances.

- 1) The College has and implements documented policies and procedures for monitoring the progress of a student (See our 'Course Progress Policy and Procedures') to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's COE.

In monitoring this enrolment load, the College ensures that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

NOTE: The College does not conduct 'Distance' or 'Online Learning'.

- 2) The College may only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration as specified on the student's COE, as the result of:
 - a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the College was unable to offer a pre-requisite unit)
 - b. the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
 - c. an approved deferment or suspension of study has been granted under Standard 13 (Course credit).
- 3) Where there is a variation in the student's load which may affect the student's expected duration of study the College records this variation and the reasons for it on the student file. The College will correctly report the student via PRISMS and/or issue a new COE when the student can only account for the variation/s by extending his or her expected duration of study.
- 4) The College may allow a student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. However, the College do not enrol the student exclusively in distance or online learning units in any compulsory study period.

NOTE: The College does not conduct 'Distance' or 'Online Learning'.

- 5) Except in the circumstances specified in 2), the expected duration of study specified in the student's COE will not exceed the CRICOS registered course duration.