



## Policy - Overseas student visa requirements

### [course progress, attendance & extending course duration]

#### Purpose

Overseas students must make satisfactory course progress and, where applicable, attendance as a condition of their student visa.

This policy outlines how Lawson College Australia ensures that

- Course progress and attendance is monitored
- Support to those at risk of not meeting course progress or attendance requirements
- Extension to the duration of an overseas student's enrolment will only occur in certain circumstances and that student will be advised of potential impacts on their student visa
- Only deliver online learning in accordance with the online learning requirements for VET programs.

#### Scope

This Policy applies to:

- All overseas students currently enrolled with Lawson College
- **Each Lawson College Australia program/course registered on training.gov.au;** and
- All Staff of Lawson College involved in the process of monitoring attendance of overseas students currently enrolled with Lawson College.

Note that Lawson College Australia does not deliver online learning or have ELICOS courses on scope.

#### Definitions

<b>Attendance calculation</b>	Attendance will be monitored and calculated for each study period. Calculation is based on actual time in class. Any periods of suspension of enrolment (as entered in PRISMS) should not be included in attendance monitoring calculations
<b>At risk</b>	An 'At Risk' student is a student for any reason who is considered as not, or potentially not, meeting course progression requirements
<b>Breach in course progress</b>	Failure to gain a Pass grade or Competency in 50% of units studied in consecutive terms (2)
<b>Compliance</b>	The term compliance describes the ability to act according to an order, set of rules or request. Compliance in context of Lawson College Australia operates at two levels. Level 1 – compliance with the external rules that are imposed upon an organisation as a whole Level 2 – compliance with internal systems of control that are imposed to achieve compliance with the externally imposed rules
<b>CoE</b>	Confirmation of Enrolment. A CoE is issued to the student based on the registered duration of a course (or a shorter duration if the student has already completed part of the course). A student should complete the course within the length of the CoE unless compelling or compassionate circumstances apply and evidence supplied
<b>Compulsory study period</b>	A <i>compulsory study period</i> is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence. A compulsory study period does not include periods in which the student can elect to undertake additional studies.
<b>Course contact hours</b>	Defined hours for each course enrolled. A minimum of 20 hours per week attendance is required for overseas students.
<b>Department of</b>	Department of Home Affairs [replaces DOHA - Department of Immigration and Border Protection] as of 20



<b>Home Affairs DoHA]</b>	December 2017. The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>
<b>ESOS</b>	Education Services for Overseas Students
<b>Expected duration</b>	Is the course duration registered on CRICOS [cricos.gov.au]. The registered duration is established through reference to the <a href="#">Australian Qualifications Framework (AQF)</a> and Victorian government legislation or guidelines. F.
<b>Intervention Strategy</b>	Any documented action targeted at addressing the needs of an 'at risk' student
<b>Monitoring period</b>	A period of time within a course compulsory study period that attendance will be monitored and calculated
<b>Notice of Intention to Report</b>	Written notice [Letter of Intention to Report] forwarded to student via email and letter to the students identified address recorded on Lawson College Student Management System. Students are sent a <b>registered letter of Notice of Intention to Report</b> informing them of Lawson College's intention to report. This letter will advise the process for appealing against this decision via Lawson College's Complaints and Appeals process and advise they <b>have 20 working days from when the student signs the delivery slip to appeal the decision.</b>
<b>Satisfactory progress</b>	Any student who achieves competency in 50% of the units studied in the current term of a course is identified as progressing satisfactorily.
<b>Study period</b>	Period of study within a course in which the student must enrol unless granted a deferment or leave of absence. This period is up to but not exceeding six months as defined by the timetable or study plan.
<b>Study plan</b>	Suggested arrangement of study to improve study progress
<b>Unsatisfactory course progress</b>	At a minimum where student has failed or is not deemed competent in 50% or more in units attempted in a study period [one term]. Breach occurs when a student is deemed Not Competent in 50% or more over two consecutive terms of study
<b>PRISMS</b>	<b>Provider Registration and International Student Management System [PRISMS].</b> Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act). PRISMS is a secure system for providers to: <b>-issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Immigration and Border Protection requires these to issue a student visa), and report changes in overseas students course enrolment.</b>

## Policy

### 1 Monitoring course progress and attendance

1.1 Lawson College Australia has opted to implement the Australian Government Department of Education "The Course Progress Policy and Procedures for Courses (The Course Progress Policy)" [Attached]. Satisfactory course progress is

1.2. Lawson College both advises students at orientation the requirements to achieve satisfactory course progress and attendance requirements. Students are provided a hard copy of the Monitoring Course Progress policy.

1.3 As a VET Provider without conditions, Lawson College is not required to monitor attendance, however daily student attendance is monitored as best practice, and the outcome of monitoring attendance used to identify students at risk of course progression and subsequent implementation of interventions strategies.

### 2. Reporting overseas student visa breaches [course progress]

2.1 Students who have breached the implemented Australian Government Department of Education "The Course Progress Policy and Procedures for Courses (The Course Progress Policy)" are given written notice of Lawson College Australia's intention to report, and the reason for doing so.



2.2 This written notice advises the overseas student of their right to access the registered provider's internal complaints and appeals process within 20 days.

2.3 Lawson College Australia will maintain the reported students' enrolment, and only report a breach or course progress in PRISMS if:

- a. The internal and external complaints processes have been completed and the breach has been upheld; or
- b. The overseas student:
  - i. has chosen not to access the internal complaints and appeals process with the 20 working day period;
  - ii. has chosen not to access the external complaints and appeals process; or
  - iii. the overseas student withdraws from the internal or external appeals process by notifying Lawson College Australia in writing.

### 3. Extending course duration

3.1 Lawson College Australia will only extend the overseas student's enrolment if:

- a. Assessment of a situation indicates that there are compassionate or compelling circumstances and there is evidence to support this assessment. Provision of evidence determined to be 'compassionate or compelling' which could include, but are not limited to:
  - i. Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
  - ii. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - iii. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
  - iv. A traumatic experience, which could include:
    - Involvement in, or witnessing or a serious accident; or
    - Witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologist reports).
  - v. Where Lawson College Australia is unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enroll; or
  - vi. Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- b. Intervention strategies have been implemented or is in the process of being implemented for the overseas student who is at risk of not meeting course progress requirement; or
- c. An approved deferral or suspension of the overseas student's enrolment has occurred.

### 4. Online learning

Lawson College Australia does not offer online or distance learning nor does it have ELICOS programs on scope.

## Document History and Version Control Table



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Version Number	Date approved	Approved by	Type of change	Extent
V 1.0	18/09/2018	GRMC	N/A	Merged Monitoring course progress monitoring attendance and extending course duration in relation to Standard 7 ESOS 2018