

Policy – Overseas Student Visa Requirements - Course progress, attendance and extending course duration

[ESOS-Std 8 Overseas student visa requirements]

Purpose

Clarification: This policy relates to both English Language Intensive Courses for Overseas Students [ELICOS] course and Vocational Education and Training (VET) courses offered by Lawson College Australia, *[unless otherwise identified]*.

Registered providers must safeguard the integrity of Australia's migration laws by supporting overseas students to complete their course within the required duration and fulfil their visa requirements for course attendance and course progress. All Registered Training Organisations (RTOs) must have documented training and assessment strategies for every course on their scope of registration, to describe the approach of, and method adopted by, an RTO with respect to training and assessment to enable learners to meet the requirements of the course.

Training and assessment strategies must include the amount of training being offered for the course, which has been determined by the existing skills, knowledge and experience of the learner, and the mode of delivery. Providers delivering to overseas students are also required to ensure that students are progressing through their course by participating in training and assessment.

Registered providers of ELICOS and Vocational Education and Training (VET) courses, as defined by the NVETR Act must have and implement a documented policy and process for assessing course progress that includes: [S8.9]

When providing ELICOS & VET courses to overseas students, providers deliver training prior to assessment to achieve skill-based competencies.

- Requirements for achieving satisfactory course progress, including policies that promote and uphold the academic integrity of the registered course and meet the training package or accredited course requirement which applicable, and processes to address misconduct and allegations of misconduct [S8.9.1]
- Processes for recording and assessing course progress requirements [S8.9.2]
- Processes to identify overseas students at risk of unsatisfactory course progress [S8.9.3]
- Details of the registered provider's intervention strategy to assist overseas students at risk of not meeting course progress requirements in sufficient time for those overseas students to achieve satisfactory course progress [S8.9.4]
- Processes for determining the point at which the overseas student has failed to meet satisfactory course progress [S8.9.5]

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

Overseas students are required to be enrolled in a full-time registered course to undertake study. For ELICOS and VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week and is a visa condition for overseas ELICOS and VET students, unless otherwise specified by ASQA. Overseas students are

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020
					9/2021



also expected to progress through their course so that they complete the course within the nominated course duration.

This policy outlines how Lawson College Australia ensures that:

- All overseas ELICOS and VET students understand they are required to attend a minimum of 20 scheduled course contact hours per week as a condition of their student visa, and that the Department of Home Affairs may cancel a student's visa if they fail to maintain their enrolment.
- Course progress and attendance is monitored
- Support is provided to those at risk of not meeting course progress and minimum attendance
- Extension to the duration of an overseas student's enrolment will only occur in certain circumstances and that student will be advised to contact immigration about the potential impacts on their student visa
- In the event of Distance (e.g. online) learning being implemented for on-shore ELICOS and VET courses, due to Government, Regulatory Authorities and Public Health Official requirements (for example, Social Distancing due to COVID-19), Lawson College Australia has in place Cloud Learning @ Lawson.

Scope

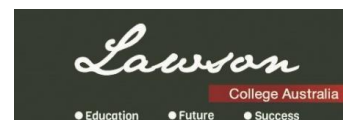
This Policy applies to:

- All overseas students currently enrolled with Lawson College Australia
- Each Lawson College Australia course registered on training.gov.au; and
- All Staff of Lawson College Australia involved in the process of monitoring attendance and course progress of overseas students currently enrolled with Lawson College Australia, according to ESOS Standard 8 *Overseas Student Visa Requirements*.

Definitions

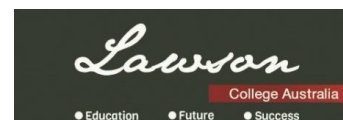
ASQA	The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
Attendance - ELICOS	Lawson College Australia records and monitors an ELICOS Student attendance in accordance with Standard 8 Overseas Student Visa Requirements. An overseas student studying ELICOS is required to attend classes for 20 course contact hours per week to meet their overseas student visa conditions. https://internationaleducation.gov.au/RegulatoryInformation/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf
At risk – non-attendance - ELICOS	'At risk' for non- attendance for an ELICOS student is defined as a student who has been absent for more than five [5] consecutive days without approval or who are at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent . https://internationaleducation.gov.au/RegulatoryInformation/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf Note: Any student identified 'at risk' of attendance is automatically assessed as 'at risk' of course progress.
Attendance - VET	Lawson College Australia records and monitors a VET student attendance in accordance with Standard 8 Overseas Student Visa Requirements. An overseas student is required to attend classes for 20 course contact hours per week to meet their overseas student visa conditions. Students must attend training to be eligible to submit assessment tasks for marking as evidence of training must precede assessment .
At risk – non-attendance - VET	'At risk' for non-attendance for a VET student is defined as a student who demonstrates absence within a compulsory study period. Lawson College Australia will monitor attendance and contact students deemed 'at risk' before their attendance falls below 80 per cent , to assist them via an intervention strategy. Lawson College Australia will "assist overseas students through an intervention strategy if they are not achieving satisfactory course progress, and if applicable, attendance before the overseas student's attendance falls below 80 per cent." https://internationaleducation.gov.au/RegulatoryInformation/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf Note: Any student identified 'at risk' of attendance is automatically assessed as 'at risk' of course progress.

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



Cloud Learning @ Lawson	Cloud Learning @ Lawson: The online method of delivery enabling structured formal learning that emulates the classroom environment using a learning management system (LMS), Moodle, that allows face to face interaction between the trainer and students and participation in various training and assessment activities. These activities can be synchronous (where the students and trainer participate at the same time) or asynchronous (where students and trainers are not necessarily expected to participate in sessions at the same time). Some of the interactive tools used may include videoconferencing applications (Big Blue Button, Zoom), chat rooms, white board, messaging etc. For any avoidance of doubt, Cloud Learning @ Lawson, may be offered to on-shore international students where classroom-based learning cannot be practically delivered due to exceptional circumstances (e.g. Government/Regulatory Authorities directives during the COVID-19 pandemic).
CoE	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 is supplied.
Compliance	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
Compulsory study period	A Compulsory study period is the period in which the student must enrol. At Lawson College Australia the duration of the compulsory study period is one (1) term, which is a period of time that normally reflects the Victorian Government Education and Training term dates and breaks, for Schools. A compulsory study period does not include periods in which the student can elect to undertake additional studies.
Course contact hours	Defined hours for each course enrolled. The National Code specifies that VET courses require a minimum of 20 scheduled course contact hours per week. ASQA specifies that for VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week. Scheduled course contact hours refer to the hours for which students enrolled in the course are scheduled to attend classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training and examinations.
Course duration	Course duration as defined by ASQA describes the amount of time elapsing between commencement and completion of a training course.
Course progress	The National Code defines course progress as 'the measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill-based competencies.'
Course progress requirements	Course progress requirements specifies student participation as set out in the Lawson College Australia training and assessment strategy (TAS), including participating in; scheduled classes; course-related information sessions, supervised study sessions; and mandatory and supervised work-based training (if applicable)
Course progression – At risk	An 'At Risk' student is a student for any reason who is considered as not, or potentially not, meeting course progression requirements at any time within a compulsory study period. Note: A student will be identified as 'at risk' of course progression if identified 'at risk' of attendance.
Department of Home Affairs DoHA	Department of Home Affairs. The DoHA brings together Australia's federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs and immigration and border-related functions, working together to keep Australia safe. https://www.homeaffairs.gov.au/
Distance Learning	Distance learning is an umbrella term that covers ways in which training can be provided by an RTO remotely to a student, without face-to-face contact at a site. Perhaps the most common and widely recognised example of this is 'online learning', though distance learning can also include 'e-learning' and 'blended learning'. https://www.asqa.gov.au/distance-learning
ELICOS	English Language Intensive Courses for Overseas Students
ESOS	Education Services for Overseas Students. The ESOS Framework is the legal framework for the provision of education services to overseas students and sets out the registration requirements and the ongoing standards for education providers that offer courses to overseas students.

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



Expected duration	Expected duration refers to the course duration registered on CRICOS [cricos.gov.au]. The registered duration is established through reference to the Australian Qualifications Framework (AQF) and Victorian government legislation or guidelines.
Intervention Strategy	Any documented action targeted at addressing the needs to support and assist an 'at risk' student either through lack of attendance or course progress
Intervention Strategy - ELICOS	Lawson College Australia will assist overseas ELICOS students through an intervention strategy if they are not achieving satisfactory attendance or course progress. The intervention strategy will identify, notify and assist overseas students who have been absent for more than five consecutive days without approval , or who are at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent. https://internationaleducation.gov.au/RegulatoryInformation/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf
Intervention Strategy - VET	Lawson College Australia will assist overseas VET students through an intervention strategy if they are not achieving satisfactory course progress, and if applicable, attendance before the overseas student's attendance falls below 80 per cent. https://internationaleducation.gov.au/RegulatoryInformation/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf
Learning Management System (LMS)	An LMS provides a learning space online. Lawson College Australia uses the LMS Moodle, which enables students and staff to access course materials, submit assessments, gain feedback, communicate, see grades and much more all by logging in to their very own online account. See also Cloud Learning @ Lawson.
Monitoring period	A period of time within a course compulsory study period that attendance and course progress will be monitored and calculated
National Code	The National Code of Practice for Providers of Education and Training to Overseas Students
Notification of Intention to Report	Written notice [Letter of Intention to Report] forwarded to the student via email letter to the students identified address recorded on Lawson College Australia Student Management System. Students are sent a <i>letter of Notification of Intention to Report</i> informing them of Lawson College Australia's intention to report to DoHA via PRISMS. This letter will advise the process for appealing against this decision via Lawson College Australia's Complaints and Appeals process and advise they have 20 working days from date of the letter to appeal the decision.
NVETR Act	National Vocational Education and Training Regulator Act 2011. ASQA is the national VET regulator, established under the National Vocational Education and Training Regulator Act 2011 (NVETR Act). ASQA is responsible for the registration of RTOs under the NVETR Act and monitoring their compliance with national VET standards.
Online Learning	Online learning is where training is delivered primarily via the internet, commonly using a learning management system (LMS) and can be synchronous or asynchronous. https://www.asqa.gov.au/distance-learning
PRISMS	Provider Registration and International Student Management System [PRISMS] . 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).
RTO	Registered Training Organisation (RTO) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services to domestic, overseas or off-shore students.
Satisfactory Course progress	Demonstration of satisfactory attendance and evidence of competency in 50% of the units studied in the current compulsory study period [one term] of a course.
Social Distancing	Social distancing is a term applied to certain actions that are taken by Government, Regulatory Authorities and Public Health officials to stop or slow down the spread of a highly contagious disease (for example COVID-19).
Student	A student who is enrolled at Lawson College Australia and includes both prospective students and enrolled students who are 'overseas students' as defined in the National Code and hold a student visa as defined by the ESOS Act, and to students of Lawson College Australia who do not hold student visas and are studying off-shore; but does not include domestic students.
Student visa	Student visas are non-immigrant visas that do not require the holder to obtain citizenship. Any prospective student seeking higher education in another country must obtain a student visa for that country
Study plan	Suggested arrangement of study to improve study progress

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



Support person	A friend or relative of a student who can provide support, if needed. Please note Agents of any kind, Lawyers or anyone who has a perceived commercial interest are not permitted to attend as a Support Person, as they are considered to have a conflict of interest. A Lawson College Australia Student Support Officer will be available if the student does not have someone who can attend with them and they require support. <i>Lawson College Australia is not obliged to meet or respond in any form (phone, email etc) to any request received from the agent, lawyer or similar seeking personal information which may be perceived to have a conflict of interest or any commercial interest whatsoever. Any disclosure of personal information to a third party would be governed under Lawson College Australia's Privacy Policy.</i>
Training and Assessment Strategy (TAS)	The approach of, and method adopted by an RTO with respect to training and assessment designed to enable learners to meet the requirement of the training package or accredited course
Training package	The components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency assessment requirements (associated with each unit of competency) qualifications and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards.
Unsatisfactory course progress	At a minimum where student has failed or is not deemed competent in more than 50% of units attempted in a compulsory study period [one term].
VET	Vocational Education and Training
Written Agreement	A written agreement under Australian law, is in regard to acceptance of an offer of a course and must be in the form of a written agreement. This is the document that the student signs when they enrol with an education provider. In the written agreement, providers must give detailed information on: <ul style="list-style-type: none"> • the course enrolled in • payment plan for tuition fees including the number and length of each study period • any non-tuition fees • refund entitlements in different situations • course requirements including minimum English language • requirements on attendance and making satisfactory progress; that is, that they must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if they don't satisfactorily progress in their course, they will be in breach of a condition of their visa. • that ASQA may, at any time, require a training provider to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of their visa • any services that can support student safety, and • that the DoHA may cancel a student's visa if they fail to maintain their enrolment (https://www.asqa.gov.au/news-publications/publications/fact-sheets/overseas-student-attendance July 2019)

[S = ESOS Standard]

Policy

1 Monitoring course progress

- 1.1 Lawson College Australia outlines and informs the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period. [S 8.1, S8.5]
- 1.2 Lawson College Australia advises students at orientation about the student participation requirements to achieve satisfactory course progress and attendance in each study period.
- 1.3 Lawson College Australia monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE. [S8.2, S8.3]
- 1.4 Lawson College Australia monitors course progress of each student as soon as practicable within each compulsory study period [term].

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



1.5 Lawson College Australia devises an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress. At a minimum, the intervention strategy is activated where the student has failed or is deemed not yet competent in 50 per cent or more of the units attempted in any compulsory study period. Lawson College Australia may choose to intervene at any point before the end of a study period for example if the student does not attend the classes regularly or maintain 80% attendance as outlined in Standard 8 Overseas Student Visa [OSV] requirements, or does not respond to the Lawson College Australia's attempts to assist the student in achieving satisfactory course progress.

1.6 Satisfactory course progress

1.6.1 In this situation, a VET/ELICOS student is identified as meeting OSV conditions, having demonstrated satisfactory attendance and competency in fifty percent (50%) or more of enrolled units of competency within a study period.

1.7 Unsatisfactory Course Progress – **At risk over one (1) compulsory study period**

1.7.1 In this situation, a VET/ELICOS student is identified at risk of not meeting OSV conditions relating to attendance requirements or course progress requirements. In this case, Lawson College Australia will communicate with the student requesting a meeting to implement an intervention strategy to ensure that OSV conditions are met. Communication will be via the following method:

- a. Email letter – 'At risk' to meet course progress - in the compulsory study period. This letter includes overview of the student situation and actions to be undertaken by the student to achieve and maintain satisfactory course progress. This letter will also outline the outcome should the student not undertake the actions as required within 5 working days from the date of the letter.

2. Monitoring of attendance

2.1 As per the requirements of the National Code, VET providers comply with the VET Quality Framework which specifies that full-time VET/ELICOS courses deliver a minimum of 20 course contact hours per week.

2.2 Lawson College Australia is not required by the ESOS agency to monitor overseas VET student attendance as a condition of registration, however, Lawson College Australia records and monitors student attendance as part of their standard educational practice.[S8.10-S8.12 NA]

2.3 Lawson College Australia is required to monitor overseas ELICOS student attendance and both records and monitors attendance in accordance with Standard 8 OSV.

2.4 If an overseas student is not attending scheduled classes, in the first instance they are reminded

- a. That enrolment in a full-time registered course, which is a course with a minimum of 20 scheduled course contact hours, is a visa condition for overseas VET/ELICOS students
- b. Of their scheduled timetabled class times
- c. Access to Student Support Services; and to
- d. Meet with the Trainer and Assessor to devise an intervention strategy.

2.5 An ELICOS student will be deemed 'At risk' for unsatisfactory attendance **if they are absent from class for more than five [5] consecutive days without approval or who are at risk of not meeting attendance requirements before attendance drops below 80 per cent.**

2.6 A VET student will be deemed 'At risk' for unsatisfactory attendance **if they are absent from class and who are at risk of not meeting attendance requirements of at least 80 per cent.**

2.7 In the above instances relating to VET/ELICOS students [2.5 – 2.6] Lawson College Australia will:

- a. Keep records of all contact and counselling made with overseas students with the aim to find out why they have been absent and to see what support may be able to be offered to the overseas student. For

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



- example, the overseas student's absence may not be due to medical reasons, but rather to homesickness or social issues – matters which may be addressed through student support services; and
- b. Arrange a meeting to meet with their Trainer and Assessor to devise and implement an intervention strategy to assist them meet attend and meet course progress, in sufficient time with the aim for the student to achieve satisfactory course progress
 - c. Remind students of the integral link between attendance and course progress [outlined below] – that is any student identified 'at risk' of attendance is automatically assessed as 'at risk' of course progress; and
 - d. Remind them of what constitutes breach of attendance.

3. Link between monitoring course progress and attendance

- 3.1 When providing courses to overseas students, training is delivered prior to assessment to achieve skill-based competencies. Students must attend training to be eligible to submit assessment tasks for marking as evidence of training must precede assessment. (ASQA Fact sheet – overseas student attendance)
- 3.2 In accordance with Lawson College Australia's documented intervention strategy, students are notified if they are at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements. [S8.4, 8.15.2]
- 3.3 The integral link between course progress and attendance is evident given training must precede assessment. As such, a student identified 'at risk' of attendance is automatically assessed as 'at risk' of course progress.

4. Reporting unsatisfactory course progress or unsatisfactory course attendance

- 4.1 If the student does not respond or provide evidence of meeting the requirements listed in the email *Letter - 'At risk' to meet course progress - in the compulsory study period* within the stipulated 5 working days, Lawson College Australia will immediately issue the student a written notice of intention to report [*Letter - Notification of Intention to Report*]. [S8.13, S8.13.1, S8.13.2]
- 4.2 This written notice advises the overseas student of their right to access Lawson College Australia's complaints and appeals process within 20 working days. [S8.13.3]
 - a. In the event that a complaint and appeals process is initiated please note in definitions Lawson College Australia's conditions regarding 'Support Person'. All meetings must comply with prevailing Social Distancing requirements if applicable.
- 4.3 Lawson College Australia will maintain the overseas students' enrolment, and only report the unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if: [S8.14]
 - a. The internal and external complaints processes have been completed and the decision or recommendation supports the Lawson College Australia; [S8.14.1] or
 - b. The overseas student has:
 - i. Chosen not to access the internal complaints and appeals process within the 20 working days period; [S8.14.2]
 - ii. Chosen not to access the external complaints and appeals process; [S8.14.3] or
 - iii. Chosen to withdraw from the internal or external appeals process by notifying Lawson College Australia in writing. [S8.14.4]
- 4.4 If a student fails to make satisfactory course progress (including by not participating in the training outlined in the training and assessment strategy and timetables and intervention strategies) Lawson College Australia will implement a process for reporting unsatisfactory course progress in PRISMS:

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



- a. Lawson College Australia will notify the student of the intention to report them
- b. The reasons why they are being reported
- c. Advise the student how they can access the Lawson College Australia complaints and appeals process

5. Course duration extension

5.1 Lawson College Australia will not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless: [S8.16]

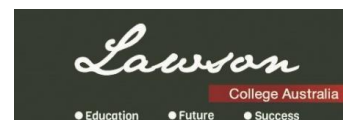
- a. Assessment of a situation indicates that there are compassionate or compelling circumstances and there is demonstrable evidence to support this assessment. [S8.16.1] Provision of evidence determined to be 'compassionate or compelling' which could include, but are not limited to:
 - i. Serious illness 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; [S8.16.2] or
- c. An approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment). [S8.16.3] or

5.2 Students are advised to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa, if duration of student's enrolment is extended. [8.17]

6. Modes of Delivery

6.1 Lawson College Australia offers accredited VET and ELICOS courses and where applicable implements Cloud Learning @ Lawson. [S8.18-S8.22]

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021



Document History and Version Control Table

Version Number	Date approved	Approved by	Type of change	Extent
V 1.0	18/01/2018	GRMC	N/A	Merged Monitoring course progress monitoring attendance and extending course duration in relation to Standard 7 ESOS 2018
V 1.1	4/04/2018	CEO	Minor	Replaced DIBP with DoHA - Department of Home Affairs. Replaced 'terms' with 'compulsory study periods'. Included types of Letters relating to Monitoring Course Progress. Minor editing.
V 1.2	6/02/2019	CEO	Minor	Added 'referring to the Department of Education and Training – DIBP approved course progress policy and procedures to monitor, assess and record course progress of each student'.
V 4	30/09/2019	CEO	Major	Added Attendance monitoring information – ASQA
V 5.0	February 2020	CEO	Major	Addition of ELICOS and elaborated on definitions for 'at risk' as related to course attendance and course progress
V 5.1	April 2020	CEO	Minor	Updated Scope Update definitions – Cloud Learning @ Lawson, LMS, Support Person Added Section 4.2a

LCA Australia	RTO: 40679	CRICOS Provider: 03406J	Approved	Version	To be reviewed
ESOS	Standard 8	Document Name	Policy – Overseas student visa requirements	9/2014	5.1 April 2020 9/2021