

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

[ESOS-National Code Standard 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 and 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]
- How a change in enrolment will be reported to the Department of Education through PRISMS within 31 days.

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

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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 Department of Home Affairs (DoHA) about the potential impacts on their student visa [Contact us \(homeaffairs.gov.au\)](http://Contact us (homeaffairs.gov.au)).

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 and Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. About us Australian Skills Quality Authority (ASQA)
Attendance monitoring	As part of Lawson College Australia's <i>course progress</i> monitoring, attendance is monitored.
CoE	A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.
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	As defined by the <i>National Code</i> a compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 9 (Deferring, suspending or cancelling the student's enrolment). A compulsory study period does not include periods in which the student can elect to undertake additional studies. A Compulsory study period is the period in which the student must enrol. The National Code defines a study period as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months. At Lawson College Australia the duration of the compulsory study period is one (1) term of between 9 to 11 weeks which usually reflects the Victorian Government school term dates and breaks (four terms per calendar year).
Course contact hours	Defined hours for each course enrolled. The <i>National Code</i> 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. For CRICOS providers, course duration is registered as expected duration on the CRICOS register [cricos.gov.au]. The registered duration is established through reference to the Australian Qualifications Framework (AQF) and government legislation, regulations and guidelines.

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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.’ A student who for any reason is considered as not, or potentially not, meeting course progression requirements at any time within a compulsory study period is identified as ‘at risk’ for course progression.
CRICOS provider	Education providers can only enrol and deliver education services to students in Australia on a student visa if they are registered on the <i>Commonwealth Register of Institutions and Courses for Overseas Students</i> (CRICOS). The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
Critical incident	A traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.
Department of Education	Department of Education creates a better future for all Australians through education, including international education. Refer to International Education - Department of Education, Australian Government
Department of Home Affairs DoHA	Department of Home Affairs (DoHA) is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. Department of Home Affairs
ELICOS	English Language Intensive Courses for Overseas Students
Enrolment	As per the <i>National Code</i> is where the student has been issued with a CoE to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.
ESOS	Educational Services for Overseas Students Act 2000 as amended from time to time. The principal objects of the ESOS Act are to: provide tuition assurance and refunds for overseas students for courses for which they have paid; protect and enhance Australia’s reputation for quality education and training services; and complement Australia’s migration laws by ensuring providers collect and report relevant information relating to student visas.
ESOS Framework	The ESOS Framework is legal framework sets out the requirements for registration as an ESOS provider and defines the standards that providers offering courses to overseas students must meet. It comprises the ESOS Act, ESOS Regulations, the National Code, and the ELICOS Standards. ESOS Framework Australian Skills Quality Authority (ASQA)
Governing person	Refers to any person responsible for overseeing, directing, or exercising a degree of control or influence over the management or operation of an NVR registered training organisation, including executive officers and high managerial agents.
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. All providers must have a documented intervention strategy, which must be made available to staff and students.
Mode of study	As per the <i>National Code</i> , includes attendance face-to-face in a classroom, supervised study on the registered provider’s campus, distance learning, online learning and work-based learning.
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 2018. The National Code sets out standards for the conduct of registered providers. The National Code governs the protection of overseas students and the delivery of courses to those students by CRICOS providers. The objectives of the National Code are to: support the ESOS Framework, safeguard Australia’s international reputation as a provider of high-quality education and training, protect the interests of overseas students, and support registered providers in monitoring compliance with student visa conditions. The National Code is a legislative instrument of the ESOS Act, meaning it is legally enforceable. Breaches of the National Code can result in enforcement action under the ESOS Act. National Code of Practice for Providers of Education and Training to Overseas Students 2018 - Federal Register of Legislation
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

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	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 the Department of Education through 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.
Online learning	The National Code 2018 notes that online learning is study where the teacher and overseas student <i>primarily</i> communicate through digital media, technology-based tools and IT networks and <i>does not</i> require the overseas student to attend scheduled classes or maintain contact hours.
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). PRISMS is a secure system for providers to issue 'Confirmations of Enrolment' [CoE] to overseas students intending to study in Australia.
Reasonable adjustments	reasonable adjustments include any adjustments for a VET student with a disability made by an NVR registered training organisation in a manner consistent with the <i>Disability Standards for Education 2005</i> .
Registered Training Organisation (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 and international students.
Satisfactory Course progress	Demonstration of satisfactory attendance and evidence of competency in 50% or more of the units studied in the current compulsory study period [one term] of a course.
Student (international)	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.
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.
Support person	The National Code Standard 10: Complaints and appeals, clause 10.2.4 refers to ensuring <i>the overseas student is given an opportunity to formally present his or her case at minimal or no cost and be accompanied and assisted by a support person, if necessary, at any relevant meetings</i> . 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. <i>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.
Training support services	Refers to services and resources designed to support and skill students to meet training product requirements and complete the training product in which they are enrolled.
Unsatisfactory course progress	At a minimum where student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period [one term].
VET Quality Framework	VET refers to Vocational Education and Training. The VET Quality Framework is a set of standards and conditions used by ASQA, the national VET regulator, to assess whether registered training organisations (RTOs) under its jurisdiction meet the requirements for registration. The Framework aims to achieve greater national consistency in the registration of RTOs and enforcement of standards in the VET sector.
Wellbeing support services	Wellbeing support services means support services and resources to assist with VET students' physical, mental, and emotional wellbeing.
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

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	<p>they enrol with an education provider. An application form or a letter of offer could be the basis for the written agreement once it is signed or accepted by an overseas student. Overseas students enrolled in a number of consecutive courses with the one provider do not need a separate written agreement for each course. If the terms of the agreement are the same for each course, the registered provider may have a single written agreement covering all the courses. Changes can be made to the Written Agreement. Both student and provider need to agree on the changes before they take effect. Any modifications to the written agreement should be clearly dated so that it is clear which terms apply at any point in time. The student should keep a copy of any modifications to the Written Agreement. (Sources: Standard 3: Formalisation of enrolment and written agreements - Department of Education, Australian Government; Factsheet student-written-agreements.pdf (ombudsman.gov.au))</p>
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[S = ESOS National Code Standard]

Policy

1 Course progress monitoring

- 1.1 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), Lawson College Australia will implement a process for reporting unsatisfactory course progress in PRISMS. Lawson College Australia will:
 - implement an intervention strategy to assist the student at risk of not meeting course progress, in sufficient time for the student to achieve satisfactory course progress
 - tell the student of the intention to report them and the reasons why
 - tell the student how they can access an internal complaints and appeals process
 - advise them on their external appeal rights.
 - refer to relevant wellbeing support services if applicable.
- 1.2 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]
- 1.3 A FAQs and FACTSHEETS content is publicly accessible on the Lawson College Australia website. <https://lawsoncollege.edu.au/faqs/> and <https://lawsoncollege.edu.au/fact-sheets/>
- 1.4 Lawson College Australia advises students at orientation about the student participation requirements to achieve satisfactory course progress and attendance in each study period.
- 1.5 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]
- 1.6 Lawson College Australia monitors course progress of each student as soon as practicable within each compulsory study period [term].
- 1.7 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.
- 1.8 Where the registered provider has assessed the student as not achieving satisfactory course progress, it must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access the provider's complaints and appeals process and that the student has 20 working days in which to do so.

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1.9 Satisfactory course progress

1.9.1 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.

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

All providers must have a documented intervention strategy, which must be made available to staff and students. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50 per cent or more of the units attempted in any study period. Providers may choose to intervene at any point before the end of a study period if outlined in their course progress policy and/or intervention strategy.

1.10.1 In this situation, if a VET/ELICOS student is identified at risk of not meeting OSV conditions relating to attendance requirements or course progress requirements, 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. Course Progress -monitoring 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 practice. [S8.10-S8.12 NA] See Appendix – Recording Attendance Procedure.
- 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 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)
- 2.5 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]
- 2.6 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.
- 2.7 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. Advised of their scheduled timetabled class times
 - c. How to access to Training Support and Wellbeing Support Services
 - d. Arranged to meet with the Trainer and Assessor to devise an intervention strategy.
- 2.8 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.

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- 2.9 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.
- 2.10 In the above instances relating to VET/ELICOS students 'At Risk' for unsatisfactory attendance, Lawson College Australia will:
- 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 wellbeing support services may be able to be offered to the overseas student. For 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
 - 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
 - Remind students of the integral link between attendance and course progress– that is any student identified 'at risk' of attendance is automatically assessed as 'at risk' of course progress, and
 - Remind them of what constitutes breach of attendance.

3. Reporting unsatisfactory course progress or unsatisfactory course attendance

- 3.1 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]
- 3.2 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]
- In the event that a complaint and appeals process is initiated please note in definitions Lawson College Australia's conditions regarding 'Support Person'.
- 3.3 Lawson College Australia will maintain the overseas students' enrolment and only report the unsatisfactory course progress or unsatisfactory course attendance to the Department of Education through PRISMS in accordance with section 19(2) of the ESOS Act if: [S8.14]
- The internal and external complaints processes have been completed, and the decision or recommendation supports the Lawson College Australia; [S8.14.1] or
 - The overseas student has:
 - Chosen not to access the internal complaints and appeals process within the 20 working days period; [S8.14.2]
 - Chosen not to access the external complaints and appeals process; [S8.14.3] or
 - Chosen to withdraw from the internal or external appeals process by notifying Lawson College Australia in writing. [S8.14.4]
- 3.4 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 to the *Department of Education* through PRISMS:
- Lawson College Australia will notify the student in writing of the intention to report them
 - The reasons why they are being reported
 - Advise the student how they can access the Lawson College Australia complaints and appeals process and that they have 20 working days in which to do so.

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4. Course duration extension

- 4.1 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]
- 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:
 - Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
 - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
 - 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).
 - 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
 - Inability to begin studying on the course commencement date due to delay in receiving a student visa.
 - 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
 - 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]
 - In the event of a critical incident situation being identified, which could affect the overseas student's ability to undertake or complete a course, refer to *Policy and Procedure – Critical Incident* and *Policy and Procedure – Student Support Services*. Critical incidents may include but are not limited to:
 - Fire, bomb threat, explosion, gas, or chemical hazard
 - Missing students
 - Severe verbal or psychological aggression
 - Witnessing a traumatic event
 - Death, serious injury or any threat of these
 - Death of a student colleague, or staff
 - Natural disaster
 - Issues such as domestic violence, sexual assault, drug or alcohol abuse.
- 4.2 Students are advised to contact Department of Home Affairs (DoHA) [Contact us \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au) 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]

5. Modes of Delivery

- 5.1 Lawson College Australia offers accredited VET and ELICOS courses on-site and does not provide online learning. [S8.18-S8.22]. For the purposes of the ESOS framework, the *National Code 2018* notes, that online learning *does not* include the provision of online lectures, tuition or other resources *that supplement* scheduled classes or contact hours.

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6. References

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 - Department of Education, Australian Government](#)
- [Standard 8: Overseas student visa requirements - Department of Education, Australian Government](#)
- [Department of Home Affairs](#)
- [Study Melbourne Student Centre - Study Melbourne](#)
- [ISANA - ISANA International Education Association](#)
- [esosforstudents | ISANA](#)

7. Procedure

Responsible staff for relevant area (as per Organisational Chart) to process the procedure:

Assess – Review aspects of situation as applied to this policy and any other related policies and specific documentation to be completed (and where relevant advising students of requirements of same as required); including relevant timeframes and any reporting mechanisms.

Plan – Identify strategies and actions to be taken, including timeframe/s and relevant personnel.

Implement - Strategies and take actions in accordance with policy, associated information and documentation required, documentation where necessary

Retain - documentation in accordance with policy, procedure and practices.

Report - in relation to practice outcomes as related to policy and procedure.

Review – process with view for continuous improvement including reporting to relevant personnel/Quality and Compliance Committee (QACC).

Dissemination of information to staff

Relevant staff will be informed of this Policy and Procedure and any subsequent changes will be via an agenda item at a scheduled Quality and Compliance Committee (QACC) Executive meeting, and published minutes, and dissemination by public access of this Policy and Procedure on the Lawson College Australia website – International Student Policies <https://lawsoncollege.edu.au/international-student-policies/>

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

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V5.2	11/11/2021	QACC	Minor	Updated definitions/ weblinks – Attendance – ELICOS, At-risk – ELICOS, Attendance – VET, At-risk – VET, Intervention Strategy – ELICOS, Intervention Strategy – VET Online learning; Distance learning, ESOS, Written Agreements; Section 5.2 – replace Immigration with Department of Home Affairs (DoHA); Added Procedure section – so now Policy & Procedure...; Added 7 Section References
5.3	14/10/2022	QACC	Minor	Updated Definitions: Cloud learning, Intervention strategy, On-line learning, Social distancing, Support person, Unsatisfactory Course Progress, and Written agreement Replace references to 'more than 50%' to '50% or more' where applicable Inserted new content as Section 1.6 - Subsequent content now extended to Section 1.8 Section 4.2 – removed information about social distancing. Section 4.4 – revised wording – a) added 'in writing', and c) added information about 20 working days Section 6.1 – added 'on-site' Inserted content in 1.8, and revised wording in 1.8.1 [50% or more...] Added Section 7: Dissemination of information to staff References now Section 8 [also added factsheet – ESOS S8] Reformatting as applicable; Updated Footer content; Added page numbers – Footer section
5.4	22/11/2023	QACC	Minor	Updated definitions: RTO, support person, Student (international), Written agreement. Removed all references to Cloud Learning @Lawson, social distancing, online learning, distance learning from definitions and policy content; Inserted Section 1.2; Updated references; Updated footer; Reformatted.
5.5	07/03/2024	QACC	Minor	Removed references to DESE and replaced where relevant with Department of Education through PRISMS. Weblinks updated to reflect nomenclature update (no longer DESE). Updated Department of Home affairs weblinks. Footer updated.
6.0	01/07/2025	QACC	Major	Updated to address <i>The National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025</i> , and other related legislation and guidelines.

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Appendix - Recording attendance procedure.

Overview

Under the Education Services for Overseas Students (ESOS) legislation, international students must attend a minimum of 80% of their scheduled hours in a course.

Vocational Education and Training

The minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course, which is 20 hours per week as per student class timetable, including one shift which is timetabled for Interactive (IL) and Assessment Activities.

Each shift is four hours. 20 hours equates to five four-hour shifts. All delivery is on-campus. Each scheduled timetabled period usually aligns with the Victorian school terms.

A warning email is sent if attendance falls below 80 percent for the week

ELICOS

The minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course, which is 20 hours per week as per student class timetable.

Each shift if four hours. 20 hours equates to five four-hour shifts. All delivery is on-campus. ELICOS is offered in 10-week blocks.

A warning email is sent if attendance falls below 80 percent for the week.

Method of Recording Attendance

An attendance roll for each student shift is generated from WISENET¹ timetabling. The attendance roll lists all students for the class, including CoE start and end dates. A hardcopy is printed.

The allocated trainer and assessor populates the fields related to themselves.

Students sign-in for each shift.

At the end of the shift the trainer and assessor will complete the attendance record in Wisenet, for each student.

Absences are recorded.

Notations are recorded for students who are absent with a medical certificate and/ or an approved leave of absence.

The trainer and assessor signs the hardcopy record and submits to the administrative team.

The hardcopy attendance records are retained and securely filed.

¹ Wisenet (<https://apps.wisenet.co>) is a student information system software that assists in the process of recording, storing, tracking and managing all student data, including enrolments, grades and attendance.

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Warning email if attendance less than 80 percent for the week

At the end of each week an administrator runs a WISENET report to identify any student who has not achieved 80 percent attendance for the week. Each student who has not achieved 80 percent attendance for the week is sent a warning notice by email (from WISENET).

The email reminds the student that their enrolment in a full-time registered course, which is a course with a minimum of 20 course contact hours per week (as per their student timetable), is a visa condition for overseas VET students.

At-risk of not meeting course progress link to non-attendance

A student is identified as being at-risk of not meeting course progress if they continue to have, or a cumulative record of their attendance shows less than 80 percent attendance for the scheduled timetabled period. In this instance an intervention strategy is commenced.

Student who has a prolonged absence without approval

If a student is absent without approval (for example, without approved leave) for more than five consecutive days or 10 consecutive sessions, Lawson College Australia will make every effort to contact the student, their next of kin, and or their agent to ensure their safety, as a matter of urgency.

If contact cannot be made through the usual channels, Lawson College Australia will escalate the concerns to relevant persons and/ or authorities.

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