

Student Academic Support and Progress Policy & Procedure (Professional Year Program)



Date Updated:	20/08/2014
Approved by:	
Responsible Faculty/Department:	Academic Director, PYP Coordinators, Appeals Committee
Related Documents	Student Grievance Policy, Student Appeals Policy
Related Forms	
Date of Next Review:	2016

1. Scope

This policy extends to all staff and students of The William Light Institute who are involved in the Professional Year Program (PYP).

2. Policy

This policy and procedure related to how The William Light Institute (TWLI) will monitor and assess the academic progress of each student in order to identify and offer the appropriate support to those who are at risk of failing to make academic progress.

TWLI will ensure the quality of its courses and success of its students by ensuring that staff are available to them for consultation on their academic progress in the course.

General

- All TWLI students are expected to be committed to their success in learning and take responsibility for their own academic progress.
- TWLI will consistently monitor students' academic course progress.
- Students who are at risk of making unsatisfactory academic progress will be notified and counselled. The result of counselling should be an intervention plan that the student will follow.
- Students who are at risk of making unsatisfactory academic progress are expected to take all possible actions to improve their performance including using available support services and action identified in the intervention plan.
- Intervention strategies will be implemented to assist at risk students.

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- Academic and Support Staff will provide a supportive learning environment that will enable all its students to improve their academic performance.
- Students who are unable to demonstrate satisfactory academic progress requirements may be excluded from the course.
- The PYP Coordinator will work with students to ensure that they are accommodated within the structure of the programs.

Academic Progress

- All education and training conducted within the PY programs at TWLI is competency based training. Results can be only Competent and Not Yet Competent and will have an equivalent grade of Pass (Competent) or Fail (Not Yet Competent)
- There are several stages in the management of unsatisfactory progress (see Procedure for details of implementation). The stages are:
 - Monitoring Student's Academic Progress
 - Student Intervention Strategy
 - Academic warning
 - Unsatisfactory Academic Progress
 - Appeals
- Academic progress of a requires intervention if the student is deemed to be Not Yet Competent in at least one unit within a study period. The student will be issued an academic warning.

2.1 Definition

At risk students . Students are considered at risk of completing their course within the expected duration of study.

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3. Procedure

Monitoring Student's Academic Progress

The student's performance is regularly monitored to identify remediation that can be provided if the student is at risk. Student course progress is monitored and reviewed regularly, taking into account:

- results of assessments
- attendance records
- intervention records

Intervention occurs when one of the following events occurs:

- The trainer informs the PYP Coordinator of student's missed attendance (students are required to attend 100% of the PYP classes) and/or poor performance (e.g., not submitting assessment tasks, poor quality of work submitted); and/or
- The student receives a Not Yet Competent in the last unit he has taken.

Intervention Strategies. All students who are identified at risk will:

- Be notified through letter or e-mail that the student is at risk of making unsatisfactory course progress and will be informed to meet their facilitator.
- During the meeting, the facilitator should discuss with the student the reason for poor performance and non-submission of assessment tasks. If the problem is beyond the scope of the trainer, the matter should be referred to the PYP Coordinator.
- Should the unsatisfactory performance continue, the student will be asked to meet the PYP Coordinator. The PYP Coordinator issues a warning letter and identifies possible support that the students need and counsels the students on how to improve their performance. Students will be asked to sign the letter acknowledging that the student had two warnings.
- The intervention meetings are documented and kept in the student's file for monitoring.
- The facilitator and Student Support Officer are informed of the results of the intervention especially regarding the support needed by the student.
- The PYP Coordinator (sometimes with the help of the Student Support Officer) facilitates the learning support the student needs as identified (e.g., extra tutorial sessions, counselling)

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- Example of possible intervention strategies include:
 - English Language Support - student may be required to do additional English language support, or attend English classes at own expense, and in worst cases, the student may have to return to English course, before being allowed to continue the course
 - Academic skills - skills such as essay and report writing, assessment and exam techniques, research skills
 - Counselling for personal problems - Student Support Officer will be responsible for referring the student
 - Mentoring by facilitator - In some cases, a trainer will be assigned to mentor a student
 - Opportunity for reassessment - in cases where a student has failed (Not Yet Competent) a unit, the student can apply for reassessment

- If after the second warning and the student still continues to have unsatisfactory performance, the students will be issued a 3rd warning letter, which informs the student that he will be removed from the PY program and the appeals process.

Appeals

- The student is entitled to appeal against the cancellation of enrolment to the Academic Appeals Committee.
- The Academic Appeals Committee can uphold or dismiss the appeal or impose conditions that may determine whether or not an appeal was upheld or dismissed. See Grievance, Complaints and Appeals Policies and Procedures for details.

Version Control	Date Revised	Revised by	Amendment
1	August 20, 2014	R Abadia	Draft - adapted from TWLI's student academic support and progress policy for VET