



Monitoring Student Progress Policy

Organisation: Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156

Quality Area: 2 – VET Student Support **Standard:** RTO Standards 2025 – Standard 8 / ESOS National Code Standard 8 **Document Owner:** Director of Student Services / Director of Training

Review Cycle: Annual **Version:** 1.0 **Effective Date:** April 2026

1. Purpose

This policy establishes ALIT's procedures for systematically monitoring learner attendance and academic progress, implementing timely and structured interventions for at-risk learners, and meeting all ESOS/CRICOS reporting obligations related to student course progress and attendance.

2. Scope

Applies to all enrolled learners (domestic and international), all trainers, assessors, and student support staff, and the Compliance Officer responsible for PRISMS and DoHA reporting.

3. Policy Statement

ALIT is committed to the success of every learner. Monitoring progress is not a punitive process — it is a proactive support mechanism. ALIT will identify at-risk learners early, respond with structured and documented interventions, and only escalate to formal action or regulatory reporting after genuine support opportunities have been provided.

4. Attendance Monitoring

4.1 Recording Attendance

- Trainers record attendance for every scheduled training session using ALIT's Student Management System or approved attendance register
- Attendance records must be entered within 24 hours of each session
- Attendance is expressed as a percentage of scheduled contact hours per study period

4.2 Attendance Thresholds

Attendance Level	Action Required
90–100%	No action; acknowledge positive engagement
80–89%	Trainer monitors; makes verbal contact with learner
Below 80%	Formal at-risk process triggered (see Section 6)
Unexplained absence of 5+ consecutive days	Welfare check initiated immediately

4.3 Approved Absences

- Learners may apply for approved leave in advance (medical, compassionate, or other grounds)
- Approved leave is documented and does not count against the attendance percentage for intervention purposes, but must still be considered in assessing overall engagement
- International learners: approved leave does not exempt DoHA reporting obligations if the learner's overall attendance falls below the required threshold

5. Academic Progress Monitoring

5.1 Progress Tracking

- Assessors record all assessment outcomes (C/NYC) in the Student Management System within 5 business days of making a decision



- The Director of Training reviews assessment outcome data at least monthly to identify learners with multiple NYC outcomes or incomplete assessments

5.2 Academic Progress Triggers

Progress Issue	Action Required
2 consecutive NYC outcomes in one unit	Assessor provides written feedback; additional support arranged
3+ NYC outcomes across different units in one study period	Formal academic intervention plan developed
Failure to submit assessments on time (2+ units)	Student Support Officer makes contact within 3 business days
Insufficient progress to complete qualification within agreed timeframe	Academic progress review meeting scheduled

6. Intervention Process

Where a learner meets an attendance or academic progress trigger, the following structured intervention process applies:

Step 1 – Initial Contact (within 3 business days of trigger)

- Student Support Officer or trainer contacts the learner by phone and email
- Purpose: identify barriers to attendance or progress and offer immediate support
- Outcome is documented in the learner's file

Step 2 – Support Meeting (within 5 business days of initial contact)

- A face-to-face or video meeting is held with the learner
- An **Individual Support Plan (ISP)** is developed collaboratively, addressing:
 - Root cause of the issue
 - Support measures to be implemented (e.g., adjusted assessment schedule, language support, counselling referral)
 - Agreed attendance/progress targets
 - Review timeframe (typically fortnightly)
- The ISP is signed by the learner and stored in their file

Step 3 – Monitoring and Review (fortnightly)

- Progress against the ISP is reviewed fortnightly
- Improvements are acknowledged; ongoing concerns are escalated

Step 4 – Formal Warning (where improvement is not achieved)

- Where the learner has not met agreed ISP targets after two review cycles:
 - A formal written warning is issued outlining the consequences of continued non-compliance
 - The learner is advised of their right to respond and to access the complaints and appeals process

Step 5 – Suspension or Cancellation (last resort)

- Where all reasonable support has been provided and the learner continues to not meet requirements:
 - The Director of Student Services makes a recommendation to the CEO
 - The CEO may approve suspension or cancellation of enrolment
 - The decision is communicated in writing with right of appeal

6.1 ESOS / DoHA Reporting (International Learners)

For CRICOS-enrolled learners, ALIT must report to DoHA via PRISMS where:

- A learner's attendance falls and remains below the required threshold after intervention



- A learner's course progress is assessed as unsatisfactory and the formal process has been completed
- Enrolment is suspended or cancelled

Reporting must occur within the timeframe specified in the National Code. ALIT will notify the learner of its intention to report **before** submitting the PRISMS report, and will provide the learner with 20 business days to access ALIT's complaints and appeals process (unless exceptional circumstances apply).

7. Deferral of Study

A learner may apply to defer study for a period of up to 12 months on compassionate or compelling grounds. Deferral requests are assessed by the Director of Student Services. For international learners, deferral requires the CoE to be cancelled and a new CoE issued upon return; visa implications must be communicated to the learner.

8. Roles and Responsibilities

Role	Responsibility
Director of Student Services	Oversee intervention process; approve ISPs; manage formal warning and cancellation decisions
Student Support Officer	Conduct initial contact; facilitate support meetings; monitor ISP progress
Trainers / Assessors	Record attendance and outcomes; identify at-risk learners; implement in-class support
Compliance Officer	Monitor PRISMS reporting obligations; track reporting deadlines
CEO	Approve suspension or cancellation; sign formal warning letters

9. Related Documents

- Policy: Student Support During Training
- Policy: Enrolment and Admissions
- Policy: Student Feedback, Complaints and Appeals
- Policy: Student Health and Wellbeing
- Policy: Intervention Strategies for Students at Risk
- Policy: Records Management and Data Reporting

10. Review and Approval

Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue