



Overseas Student Intervention Strategy Policy

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CRICOS Provider Code: 00577C

Reason for Intervention Strategy

Monitoring course progress and attendance is important to ensure overseas students are in a position to complete the course within the expected duration specified on the overseas students' Confirmation of Enrolment (CoE).

If an overseas student is at risk of not meeting their course attendance and progress requirements, the School will implement an intervention strategy to identify, notify and assist them.

Identifying When an Intervention Strategy is Required: Attendance

An overseas student will be identified as needing an intervention strategy when the School's attendance requirements are not met or are at risk of not being met.

The School checks attendance at least daily. If an overseas student has been absent from school for more than five consecutive days without approval, that student will not have met their course attendance requirements.

Non-attendance can be an indication that a student needs additional support and/or referral to other services. For more information, refer to our **Overseas Students Support Services Policy**.

Identifying When an Intervention Strategy is Required: Course Progress

An overseas student will be identified as needing an intervention strategy when the School's course progress requirements are not met or are at risk of not being met.

The School reports on academic progress at the end of each school term. At the end of each school term students are required to meet the satisfactory course progress definitions in our **Monitoring Course Progress, Attendance and Duration Policy**.

Notification of Students

If the School determines that an intervention strategy is needed for an overseas student to assist them to meet their attendance and/or course progress requirements, the School will contact the overseas student directly. The student is informed of their attendance and/or course progress rates.



Intervention Strategy

The School's intervention strategies normally ensure that:

- the overseas student is directly contacted by the Overseas Student Coordinator and informed of their attendance rates
- counselling is offered to the overseas student to help them to address issues which may be contributing to their attendance rates
- extra tutoring is offered to those students who feel that this will help them in meeting their course progress requirements.

Updating PRISMS

The School must report via PRISMS any student who has not met course progress requirements. For more information, refer to **PRISMS Maintenance Obligations**.

Records of Course Attendance

The School keeps records in relation to overseas students' satisfactory course attendance. These include:

- records of our attendance monitoring
- any evidence from a student in relation to an absence.

Records of Course Progress

The School keeps records in relation to overseas students' satisfactory course progress. These include:

- assessment of course progress records for each student
- assessment results (as required by section 21 of the ESOS Act)
- records of contact with students
- notices of intention to report
- complaints and appeals outcomes
- other relevant records.



Record Keeping

The School maintains records in relation to activities and action taken under this Policy including:

- student contact and counselling records (for example, warning letters)
- notices of intention to report
- complaints and appeals outcomes
- other relevant records.

Records are maintained in accordance with our **Overseas Students Records Management and Retention Policy**.