

# Academic Intervention and Retention Policy

## 1. Purpose

The purpose of this policy is to provide students who are at risk of or are not maintaining satisfactory academic progress with knowledge of and access to appropriate learning and other specified support and resources that are available to assist them improve their academic performance.

## 2. Policy Statement

Move Academy wants to ensure that intervention strategies are in place to:

- Support students who are at risk of failing to achieve satisfactory course progress to ensure such students are provided with suitable advice and assistance to improve their performance and results to ensure successful course completion.
- Seek alternate assessments for any student, through illness, misadventure or misconduct who is not performing to a standard.
- Remove students from group projects and collaborations who are not performing to the standards and are adversely impacting the learning of others.

## 3 Policy Principles

Move Academy is committed to identifying and supporting students at risk of not making satisfactory progress.

The principles that underpin academic support and interventions are:

The assessment process:

- Evidence and outcome based
- Valid, fair, consistent, equitable, transparent and accountable
- Based on processes of comparable standard and integrity to those used to assess the relevant subject
- Subject to the same quality assurance processes as all assessment practices at Move Academy

Personal issues faced by one student should not negatively impact the learning experiences of other students.

## 4. VET Student Loan Progression

Students in receipt of VSL need to confirm in regular intervals they are genuinely studying. This is done via progression forms.

Progression forms are issued by the provider through the eCAF system, triggering a notification sent to the student via email for the student to provide their response as appropriate. Students are required to complete a progression form issued by providers in the eCAF system.

### **Progression Points**

By default, there are standard progression points each year at 4 month intervals, with delivery dates in February, June and October.

The first progression should usually be triggered approximately 4 months after the eCAF submission and from then on, in 4 month intervals.

### **Triggering Progression**

Progressions are triggered by Move Academy.

This can be done at the individual student level from their eCAF, in bulk by spreadsheet or from the Student Management System.

A progression can be triggered at any time in the designated month or when Move Academy becomes aware of a change in the student's circumstances (for example, if a student intends to defer or returns from a break in their studies).

Students have two week or 14 days to submit the Progression form after it is issued.

### **Notifying the Student of a Progression Trigger**

Move Academy will:

- Explain to the student the reason for issuing a progression
- Clearly explain to the student the importance of completing the progression form
- Encourage students to participate in the student progression process
- Explain to the student that they need to completed and submit the form within 2 weeks of receiving the invitation email
- Explain the response options as required

Please note: it is inappropriate for providers to direct students about the responses to provide, or to put students in a position where they are otherwise compelled, or reasonably feel compelled, to answer in a particular way.

The absence of a provider-initiated progression point will be taken to indicate the student is no longer a genuine students.

As a genuine principal, Move Academy is required to trigger a progression for all students.

### **5. Student Response**

Once a progression has been triggered, students have 2 weeks to submit their response to the progression form sent by you.

Using the progression from, students should indicate if they:

- Are continuing their studies
- Recommenced their studies after having previously deferred or withdrawn fomr the course (note: the recommended status requires the student to include a date when they returned to their studies).
- Are currently studying but intend to withdraw from their course in the next 4 months

- Are currently studying but intend to defer their studies in the next 4 months
- Completed their course and received their qualification
- Have deferred or withdrawn from their studies
- Never commenced this course

Students are required to indicate they are continuing to be a genuine student only after at least four (4) months have elapsed since their eCAF application was submitted or they last indicated they are a genuine student.

A student doing a 12 month Diploma, full time, would therefore be required to indicate progression twice.

A student studying a course over multiple years would be required to indicate progression a number of times, confirming their continuity as a genuine student over the course duration.

Demonstration of being a genuine student will be required at the course level, not at the student level. This means a student studying 2 or more courses concurrently for which they receive a VSL will be required to complete 2 progression actions and surveys for both courses.

## **6. Impact on VSL Payment**

Payments will only be made for students if the Secretary is satisfied they are genuine students.

This includes the requirement for students to have completed a valid eCAF and completed required progressions in the eCAF system.

Where a student fails to complete 2 consecutive progressions, or where a student indicates they have completed or withdrawn from their course, the department may take the view that the student should no longer be considered a genuine student and consequently, payments will be impacted.

Payments assess as not valid will be errored and will appear in the monthly Payment report in HITS.

## **7. Viewing Student Progression status**

Within the eCAF system, you can view the status of student progression on the eCAF Dashboard or by going to the Progression tab and selecting the relevant radio button(s).

Progressions that have been created, where the invitations have been sent and where the students have signed into the eCAF system but not completed the progression form, will be counted as outstanding progressions. You will be able to see which students have completed the progression and their intentions for study but will not have access to the survey responses. This information can also be exported into Excel for further analysis.

You are not required (but are encouraged) to monitor completions and students' intentions about future study (particularly in relation to cessation and deferral).