

POLICY S8.3

DOMESTIC STUDENT PROGRESSION AND SUPPORT

1.0 INTRODUCTION

1.1 Context

Supporting students to progress through their chosen course at the AIM Business School (ABS) is of paramount importance to ABS. Poor student progress can have a negative effect on all aspects of the organisation, including the overall student experience, retention rates, attrition rates, the reputation of ABS, its courses and staff.

1.2 Purpose

This policy provides the principles under which student course progress is monitored by ABS and to ensure that appropriate intervention strategies are proactively employed so at-risk students may be retained, supported, and successfully progress through their chosen course of study.

1.3 Scope

This policy applies to all students of ABS and its third-party partners irrespective of location, activity, premises, or mode of study.

This policy applies to academic and non academic staff in terms of the actions required to monitor, intervene and, where appropriate, develop a support plan.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Admissions Team, in conjunction with Head of School, ABS, is responsible for identifying any students who may be admitted to any ABS course and, in the opinion of the Head of School, ABS, may be at-risk of not achieving satisfactory course progress unless a support plan is put in place for the identified student(s).
2. Academic Staff are required to identify any at-risk students and bring these to the attention of the Head of School, ABS or nominee at any time.
3. Facilitators and the Head Success Coach are responsible for providing an update to the Head of School, ABS on the progress of all students who may be potentially at-risk of not progressing through their course or may be potentially breaching an existing support plan.
4. The teaching staff and Head Success Coach are responsible for identifying any at-risk students which are found to be making unsatisfactory course progress to

the Head of School, ABS, who then reports to the Assessment Review Committee (ARC) at the end of each study period.

5. At-risk students are responsible to follow the requirements outlined in their support plan and proactively seek additional support when required.
6. Head Success Coach and Academic Staff are responsible for implementing this policy and its associated procedures and report any alleged breaches of a support plan to the Head of School, ABS.
7. ABS is responsible for providing adequate academic learning support resources in order to assist students with their study program and assist students to meet their obligations under a support plan (where applicable).
8. The Head of School, ABS is responsible for reporting attrition, retention, and progression data to the ABS Academic Board and ABS Corporate Board on a quarterly basis.

3.0 POLICY

3.1 Principles

9. ABS is committed to supporting students to successfully complete their course of study within their designated period of enrolment. This includes the early identification of students requiring additional support for their studies.
10. Each unit guide clearly outlines the assessment requirements for that unit, and the minimum requirements for a student to successfully complete that unit.
11. Students are provided with reasonable opportunity to consult with Facilitators and success coaches in order to discuss their progress in each unit of study, including feedback on assessments and academic support, in accordance with the Student Consultation Policy.
12. Success Coaches are available for students to seek advice on their individual study plans, time management, academic support and discuss their rate of progress through their course of study.
13. Students are able to check their academic results available at MyABS.
14. ABS proactively seeks to identify students who may be at-risk of not meeting course requirements. Steps are in place to identify at-risk students from pre-enrolment up to and including re-enrolment in each subsequent study period.
15. Where a student is identified as being at-risk of not meeting course requirements, the student is counselled and may require a support plan.
16. Where a student believes they need additional assistance they are encouraged to discuss their needs with their facilitators, success coaches, or another ABS staff member.

4.0 DEFINITIONS

- **At-risk student** - A student who has not met (or is at risk of not meeting) course progress requirements.
- **Assessment Review Committee (ARC)** - A Committee chaired by the Head of School, ABS, convened to review student results.
- **Support Plan** - A formal plan which requires a student who has been identified as being 'at risk', to meet certain criteria in order to support them to meet course progress requirements.
- **Course of Study** - A qualification which a student may be enrolled in as a full time or part time student.
- **Study Period** - A scheduled period of time (e.g., semester, trimester, term) within a course of study.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Assessment and Reassessment Policy
- Assessment Moderation Policy
- Retention and Success Plan
- Student Assistance and Consultation on Academic Matters Policy
- Student Diversity and Equity Policy
- Student Grievances and Complaints Policy and Procedure.
- Domestic Student Progression and Support Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Director of Education
Status	Reviewed on July 2021
Approval Authority	ABS Academic Board
Date of Approval	22 June 2021
Effective Date	20 October 2021
Implementation Owner	Head of School, ABS
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	August 2024
Content Enquiries	Ehsan Ahmed - Head of School, ABS Email: ehsan.ahmed@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S8.0	14 June 2017	Head of Compliance, Partners	Initial document - first draft
S8.1	19 June 2017	Head of Compliance, Partners	Changes made to reflect ABS internal review and new policy format.
S8.2	30 June 2017	Head of Compliance, Partners	Changes made to reflect Dean, ABS review
S8.3	22 June 2021	Director of Education	Revised context and purpose Revised scope Revised definitions Added Support Plan Extracted further procedure from policy and added to procedure