



## COMPETENCY, REASSESSMENT & RE-ENROLMENT POLICY

<b>Version:</b>	1.001JAN2024JRAYNE.
<b>Authorised by:</b>	James Rayne, Principal Executive Officer.
<b>Effective date:</b>	15 <sup>th</sup> March 2024, 8am
<b>Scope:</b>	All campuses of Kingston International College in Australia.
<b>Moderated by:</b>	James Rayne, Principal Executive Officer.
<b>Validated by:</b>	Sanjay Rungasamy, Academic and Operations Manager. Jasper Dong, Administrative and Student Support Manager.
<b>Aim:</b>	<p>The aim of this policy is to provide information to all stakeholders of Kingston International College regarding:</p> <ul style="list-style-type: none"> <li><b>A.</b> Conditions to attain competency in a unit of competency <i>and</i></li> <li><b>B.</b> Reassessment conditions and fees incurred <i>and</i></li> <li><b>C.</b> Conditions in which a student is required to re-enrol a course.</li> </ul>
<b>Purpose:</b>	<p>The purpose of this policy is to ensure that Kingston International College remain compliant with relevant legislative and regulative requirements such as, but not limited to:</p> <ul style="list-style-type: none"> <li><b>A.</b> <i>National Code 2018 Standard 8 and</i>  <a href="https://www.legislation.gov.au/Details/F2017L01182">https://www.legislation.gov.au/Details/F2017L01182</a></li> <li><b>B.</b> <i>Education Services for Overseas Students Act 2000 Section 19</i> where applicable.  <a href="https://www.legislation.gov.au/Details/C2022C00066">https://www.legislation.gov.au/Details/C2022C00066</a></li> </ul>
<b>Targeted audience:</b>	The policy applies to all stakeholders of Kingston International College, notably active students, potential students, education agents, migration agents and employees.

### POLICY STATEMENT

## DEFINITIONS

**1.0** In this policy, the below definitions, per Kingston International College, apply:

- A.** An **active student** or **student** of Kingston International College (Here-in KIC) means a student who:
  - I.** Holds a KIC Confirmation of Enrolment (Here-in COE) (International visa holders only) *and/or*
  - II.** Is currently enrolled in a current and/or future KIC course, regardless of whether the student is onshore (in Australia) or offshore (outside of Australia).
- B.** A **potential student** of KIC means a student who wishes to enrol in KIC and whom:
  - I.** Does not hold a KIC Confirmation of Enrolment (COE) (International visa holders only) *and/or*
  - II.** Is not enrolled in a current and/or future KIC course.

## CONDITIONS TO ATTAIN COMPETENCY

**2.0** A unit of competency is a unit which is delivered in a Vocational Education Training (VET) qualification or accredited VET course. Kingston International College (here-in KIC), uses the below outcomes for each unit of competency (here-in UOC):

- A.** Credit Transfer (CT) for a UOC in which an active or potential student has attained competency in an initial course.
- B.** Competent (C or Com) for a UOC in which an active student has attained competency in the current course.
- C.** Not Yet Competent (NYC) for a UOC in which an active student did not attain competency in the current course or where applicable the initial course.

**2.1** To attain competency (C or Com) in a UOC, an active student of KIC must:

- A.** Be deemed as Satisfactory (S) in all the formative activities to gain entry into the summative assessments *and (Please note that, although the formative activities do not count towards the competency of the unit, they are still a KIC requirement for an active student to be deemed Satisfactory in all the formative activities)*
- B.** Must be deemed as Satisfactory (S) in all knowledge summative assessments and skills summative assessments in the UOC at the date of the unit of competency closure as per scheduled on the student's respective intake timetable or as per the student's respective study reassessment plan (SRP). A student who meets these conditions will attain competency in a UOC whereas a student who does not meet these conditions will be deemed as Not Yet Competent (NYC).

**2.2** A student who has been deemed as Not Yet Competent (NYC) in a VET UOC or Not Satisfactory (NS) in an ELICOS General English topic, may appeal to management in person (through a scheduled meeting) by completing the appeal form which is accessible through student support services and by attaching all supporting evidence if any which may endorse the student's appeal case.

*(Please note that, students of KIC have an academic support day weekly as per their respective timetables, bar term breaks, where they should try to resolve a unit outcome discrepancy / dispute with their respective course lecturers prior appealing a unit outcome.)*

**2.3** A student who wishes to appeal a unit of competency outcome, has seven (7) calendar days from the date of the unit outcome. All appeal received for such purposes, post a meeting with the student, will be concluded and notified to the student within seven (7) calendar days.

*(Please note that a student who is deemed as Not Yet Competent (NYC) in a VET UOC or deemed as Not Satisfactory (NS) in and ELICOS topic, is emailed a unit outcome notification post closure of the unit of competency per the student's respective intake timetable.)*

### STUDY REASSESSMENT PLAN (SRP) & FEES

- 3.0** A study reassessment plan (here-in SRP) is an individualized timetable issued to an active student at Kingston International College, whom has been deemed as Not Yet Competent (NYC) in one (1) or more unit/s of competency for reassessment purposes. A unit of competency is generally reassessed during term breaks as per the student’s intake timetable.

(See below guidelines for an academic year in KIC):

Term 1 January to April (10 academic weeks)	2 weeks of reassessments available
Term 2 April to July (10 academic weeks)	3 weeks study break but 2 weeks of reassessments available
Term 3 July to September (10 academic weeks)	2 weeks of reassessments available
Term 4 September to December (10 academic weeks)	5 weeks study break but 2 weeks of reassessments available

- 3.1** It is the onus of any KIC student to seek academic counselling and potentially a study reassessment plan (SRP) from their current course VET Trainer Assessor Lecturer / ELICOS Teacher Lecturer after receiving an ‘NYC unit outcome’ or ‘NS topic outcome’.
- 3.2** When a student of KIC attends their reassessment during a term break, KIC updates their overall attendance to reflect number of reassessment days the student has attended.
- 3.3** KIC reserves the right to refuse issuance of a study reassessment plan (SRP) to any student who will not attain a minimum of 80% attendance rate overall at the end of the course, inclusive of any reassessment days attended. This is done to ensure that KIC does not issue a certificate to a student who has less than 80% attendance at course end which may appear as harbouring of international students due to breach of their attendance visa conditions.

**Example 1:** James is studying Certificate III in Commercial Cookery 2 days weekly which is a 52-week course, 40 academic weeks and 12 weeks of study breaks.

Current attendance rate	Number of academic days left in course	Expected number of reassessment days based on number of days missed / absent	Maximum potential attendance rate at end of course if student attends all remaining classes and reassessment days	Will KIC issue a SRP?	Potential course of action to be taken by management
53%	20	4	<p>Current attendance rate + [(number of academic days left in course + expected number of reassessment days) divide by total number of academic days in course and multiply by 100]</p> $53\% + [(20 + 4) / 80 \times 100] =$ $53 + [(24/80) \times 100] =$ $53 + 30 = 83\%$	Yes	No further action

**Example 2:** Sanjay is studying Certificate III in Commercial Cookery 2 days weekly which is a 52-week course, 40 academic weeks and 12 weeks of study breaks.

Current attendance rate	Number of academic days left in course	Expected number of reassessment days based on number of days missed / absent	Maximum potential attendance rate at end of course if student attends all remaining classes and reassessment days	Will KIC issue a SRP?	Potential course of action to be taken by KIC management
53%	10	5	<p>Current attendance rate + [(number of academic days left in course + expected number of reassessment days) divide by total number of academic days in course and multiply by 100]</p> $53\% + [(10 + 5) / 80 \times 100] =$ $53 + [(15/80) \times 100] =$ $53 + 18.75 = 71.75\%$	No	<ol style="list-style-type: none"> <li>1. Re-enrolment of course</li> <li>OR</li> <li>2. Notice of intention to cancel COE for unsatisfactory course progress</li> </ol>

**3.4** Kingston International College charges the below reassessment and COE fees for each Australian Qualification Framework (AQF) qualification and non-AQF course, regardless of the duration of each VET UOC / ELICOS topic to be reassessed: (All fees are in Australian dollars AUD.)

COE Level	Conditions	Reassessment fee per unit of competency
<b>A.</b> AQF Certificate III	<p>The student has been deemed NYC in the UOC due to:</p> <ol style="list-style-type: none"> <li>Being absent for one (1) or more days in the UOC and could not successfully complete one (1) or more summative assessment/s prior closure of the unit of competency per their intake timetable or SRP.</li> <li>Failing to check their results and resubmit their assessment within the allocated timeframe for one (1) or more summative assessment/s prior closure of their unit of competency per their intake timetable or SRP.</li> <li>Plagiarisms / collusion.</li> <li>Suspension of class.</li> </ol>	AUD \$250.00
<b>B.</b> AQF Certificate IV		AUD \$350.00
<b>C.</b> AQF Diploma		AUD \$450.00
<b>D.</b> AQF Advanced Diploma		AUD \$600.00
<b>E.</b> AQF Graduate Diploma		AUD \$850.00

COE Level	Conditions	Reassessment fee per topic
<b>F.</b> Non-AQF ELICOS General English	The student has been deemed as Not Satisfactory (NS) in an ELICOS General English topic due to being absent for one (1) or more days in the topic and could not successfully complete one (1) or more summative assessment/s.	AUD \$100.00
<b>G.</b> Confirmation of Enrolment (COE)	The student's COE has expired and requires a COE creation / extension to complete their reassessment.	AUD \$150.00

**3.5** Kingston International College will not charge a student reassessment fees in a VET UOC or ELICOS topic if the student: *(Please note that COE creation / extension fee will remain regardless of whether a student can prove a compassionate reason / compelling circumstance.)*

**A.** Can prove compassionate reason/s *(Such as but not limited to: the student has a medical note which specifies he/she is unfit for the class per the scheduled dates of the UOC where relevant)*

**OR**

**B.** If the student can prove compelling circumstance/s *(Such as but not limited to: the student had to attend court on the scheduled dates of class and has a court order or police report to prove it)*

**OR**

**C.** The student has an approved leave request granted for the days of the scheduled classes of the unit/s of competency / ELICOS topic/s to be reassessed.

**3.6** Kingston International College will record any assessment which occurred in term breaks in their reassessment register.

#### **RE-ENROLMENT OF COURSE**

**4.0** A re-enrolment of course happens when Kingston International College intervenes in a student's current / active course and mandates the student to restart the same course.

**4.1** Where a re-enrolment occurs, any unit of competency which a student has been deemed Competent (C) into, will be credited towards the course being re-enrolled into.

**4.2** Where a re-enrolment occurs, a student will not be required to pay for the unit/s of competency where the student has been granted credits nor will be required to attend these scheduled classes if any.

**4.3** A student of Kingston International College incurs a course re-enrolment:

**A.** If the student is not maintaining a satisfactory progress *and* *(This includes students who are on approved leaves)*

**B.** The student has not been or will not be issued with a study reassessment plan (SRP) as the student will not attain at least 80% attendance at the end of the course. *(See clause 3.3 in this instrument for further details)*

**4.4** A student of Kingston International College may incur a course re-enrolment if the student has been deemed as Not Yet Competent (NYC) in one (1) or more pre-requisite unit/s of competency. Management of KIC conducts re-enrolment of each student on a case-by-case basis.

*(Please note that a pre-requisite unit of competency is a VET unit of competency in which a student is required to be deemed competent (C) into to be able to enrol in some specific units in their course. For more information, please see the course packing rule for each qualification in the course information document)*

- 4.5 Fees for re-enrolment of course varies and depends on the number of units of competency and duration the of course.
- 4.6 All fees incurred for a re-enrolment of course will be calculated per Kingston International College credit transfer procedures and will be notified to the student through a revised letter of offer.

**CONTINUOUS IMPROVEMENT**

- 5.0 Kingston International College will review and document changes made to this policy on a regular basis as part of its continuous improvement process.
- 5.1 Where changes have been made to this policy, the continuous improvement register and the policy register will be updated accordingly by management.

DATE OF REVIEW	CHANGES MADE	AUTHORIZED BY
1 Jan 2024	Moderated and implemented the competency reassessment & re-enrolment policy which was non-existent.	James Rayne Effective as of 15 March 2024, 8am.