Kingston International College
National Provider 51259
CRICOS Code 02543G
Innovation   Passion   Inspiration

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COURSE PROGRESS & ATTENDANCE POLICY

Version:	1.001JAN2024JRAYNE.
Authorised by:	James Rayne, Principal Executive Officer.
Effective date:	15th March 2024
Scope:	All campuses of Kingston International College in Australia.
Moderated by:	James Rayne, Principal Executive Officer.
Validated by:	Sanjay Rungasamy, Academic and Operations Manager. Jasper Dong, Administrative and Student Support Manager.
Aim:	This policy aims to provide information regarding current practices of Kingston International College in respect to: A. Course progress reviews *and* B. Pre-requisite of specific units of competency *and* C. Attendance requirements *and* D. Classroom requirements *and* E. Student code of conduct.
Purpose:	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: A. *National Code 2018 Standard 8* and *https://www.legislation.gov.au/Details/F2017L01182* B. *Education Services for Overseas Students Act 2000 Section 19* where applicable *and* *https://www.legislation.gov.au/Details/C2022C00066* C. *Work Health and Safety Act 2011* where applicable *and* *https://www.legislation.gov.au/C2011A00137/latest/text* D. *Anti-Discrimination Act 2022* where applicable *and* *https://www.legislation.gov.au/C2022A00085/asmade/text* E. *Migration Act 1958* where applicable. *https://www.legislation.gov.au/C1958A00062/latest/text*
Targeted audience:	The policy applies to all stakeholders of Kingston International College, notably active students, potential students, education agents, migration agents and employees.

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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.

C. A **satisfactory course progress** means a student has been deemed as:

    I. Competent (C or Com) in all of their VET units of competency or Satisfactory (S) in all of their ELICOS topics to date *and*

    II. has at least 80% attendance rate in their current course.

D. An **unsatisfactory course progress** in Kingston International College means that a student has been deemed as Not Yet Competent (NYC) in at least one unit of competency in a VET course or Not Satisfactory (NS) in at least one ELICOS topic and/or is not maintaining at least 80% attendance rate in their current course.

E. A **pre-requisite unit** is a VET unit of competency in which a student must be deemed as competent (C or Com) into to be able to commence some specific unit/s of competency in their current course. Such a pre-requisite unit of competency can be, but not limited to, SITXFSA005, SITXFSA006 where applicable, SITHCCC027 and SITHKOP010.

COURSE PROGRESS REVIEW & PRE-REQUISITE UNITS OF COMPETENCY

2.0 Kingston International College (here-in KIC) conducts at least one course progress review of all its students on a termly basis to identify any student who is:

A. At risk of not successfully complete their course within their Confirmation of Enrolment period *and/or*

B. Not maintaining a satisfactory course progress as per KIC course progress & attendance policy and as per the student's visa conditions where applicable *and/or*

C. Not maintaining a pre-requisite unit of competency requirement for specifics unit/s in their course where applicable.

2.1 Any active student of KIC must maintain a satisfactory course progress at all times as per defined in **clause 1.0.C** of this instrument.

2.2 KIC monitors their students' progress on:

A. A unit-by-unit basis for VET courses *and*

B. On a topic-by-topic basis for ELICOS courses.

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2.3   Any student who is deemed as Not Yet Competent (NYC) in a VET unit of competency or deemed as Not Satisfactory (NS) in an ELICOS topic post the unit/topic closure per the student's respective timetable, is emailed an academic warning, generally within 1 week of date of competency outcome.
(See the KIC competency, reassessment and re-enrolment policy for competency conditions)

2.4   In a calendar year, KIC has 4 academic terms. Each academic term generally has 10 academic weeks of study which equate to 40 academic weeks in a year and 12 weeks of study break per below the table:
(An academic term may have 10 academic weeks, more or less depending on when an intake commences their course but by maintaining the overall duration of the academic weeks in the course itself).

TERMS	PERIOD	ACADEMIC WEEKS	WEEKS OF STUDY BREAK	DURATION OF EACH TERM
Term 1	January to April	10 weeks	2 weeks	12 weeks
Term 2	April to July	10 weeks	3 weeks	13 weeks
Term 3	July to September	10 weeks	2 weeks	12 weeks
Term 4	September to January	10 weeks	5 weeks	15 weeks
			Total Duration	**52 weeks**

2.5   During a course progress review KIC, any student who is not maintaining / has not maintained a satisfactory course progress per defined in **clause 1.0.D** of this instrument, will be issued with either:

   A.   A reminder to maintain a satisfactory course progress / attendance rate *and/or*

   B.   A reminder to seek a study reassessment plan (SRP) from their current course VET Trainer Assessor Lecturer / ELICOS Teacher / Lecturer where applicable *and/or*
   (See the KIC competency, reassessment and re-enrolment policy for SRP conditions)

   C.   A mandatory academic meeting which a student must attend *and/or*
   (When a mandatory academic meeting is enforced on a student, the student is generally suspended from class and notified through email of such a suspension)

   D.   A mandatory re-enrolment of current course *and/or*
   (See the KIC competency, reassessment and re-enrolment policy for re-enrolment conditions)

   E.   A notice of intention to cancel the student's confirmation of enrolment for violation of course progress & attendance policy.
   (See the KIC NOITC policy for conditions)

2.6   Whilst conducting a course progress review, KIC additionally identifies any student who has been deemed as Not Yet Competent (NYC) in a pre-requisite unit of competency in a VET course.

2.7   Where a student has been deemed as Not Yet Competent (NYC) in a pre-requisite unit of competency in a VET course, KIC will apply either one of the following three (3) options, depending on the severity of the student's current course progress:

   A.   A mandatory academic meeting which a student must attend *and/or*
   (When a mandatory academic meeting is enforced on a student, the student is generally suspended from class and notified through email of such a suspension)

   B.   A mandatory re-enrolment of current course *and/or*
   (See the KIC competency, reassessment and re-enrolment policy for re-enrolment conditions)

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C. A notice of intention to cancel the student's confirmation of enrolment for violation of course progress & attendance policy.
(See the KIC NOITC policy for conditions)

2.8 KIC monitors and records their course progress reviews and warnings emailed to their students through:

A. Academic warnings – Wisenet student logbook.

B. Course progress reviews – Course progress register on SharePoint.

C. Reminders to maintain a satisfactory course progress – Wisenet student logbook.

D. Reminders to seek a study reassessment plan - Wisenet student logbook.

E. Mandatory academic meetings - Wisenet student logbook.

F. Notice of intention to cancel confirmation of enrolments - Wisenet student logbook and NOITC register on SharePoint.

CLASSROOM & ATTENDANCE REQUIREMENTS

3.0 A student of KIC must maintain an attendance rate of at least 80% at all times in their current course. A student who breaches this clause, is not maintaining a satisfactory course progress and thereof, **clauses 2.5.A**, **2.5.B**, **2.5.C**, **2.5.D** and **2.5.E** of this instrument apply.

3.1 KIC monitors students' attendances through daily checks on Wisenet. All attendance taken are saved on Wisenet.

3.2 Any student who has a scheduled class must arrive on time but no later than 15 minutes post commencement of the class on the day.

3.3 Students who are late by more than 15 minutes, may be refused entry to class by KIC.

3.4 Where a student is refused entry or dismissed from class due to misconduct or suspension of class and is consequently deemed as Not Yet Competent (NYC) or Not Satisfactory (NS) in a VET or ELICOS course respectively, the student is liable for reassessment fees.
(See the KIC competency, reassessment and re-enrolment policy for reassessment conditions)

3.5 A KIC student is required to abide to all the classroom resource requirements for the entire duration of their enrolment as per the below table. A student who does no abide with the mandatory resource requirement may be refused entry to or be dismissed from class.:

MANDATORY RESOURCE REQUIREMENTS FOR EVERY COURSE	DESCRIPTIONS
Laptop or iPads with Microsoft word and excel	Mandatory for every student in any KIC course for each class.
Full chef uniforms	Mandatory for every student where a practical session (formative or summative) is being delivered in the kitchen in a unit of competency.
Toolkits	Mandatory for every student where a practical cooking / baking session (formative or summative) is being delivered in the kitchen in a unit of competency.

3.6 KIC monitors students' adherence to classroom resource requirements as well as VET and ELICOS Trainers Teachers Assessors Lecturers' adherence to training session plans, KIC procedures and policies through regular compliance checks.

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3.7   All compliance checks conducted are documented on the compliance check register located on SharePoint.

3.8   A student of KIC, for the entire duration of their enrolment, must adhere to the student code of conduct at all times. A student may be refused entry to class or be dismissed from class for violation of any clause / by-law of the student code of conduct. Please be advise that KIC may take additional disciplinary action/s if required depending on severity of the violation:

	STUDENT CODE OF CONDUCT KEY POINTS (But not limited to)
A	**Dressing standards** A student of KIC must dress in a manner that is neat, clean and safe at all times whilst on KIC premises unless personal protective equipment (PPE) is otherwise mandated by a unit requirement.
B	**Dressing standards** A student of KIC must not wear any clothes under knee length, nor tongs / slippers nor shirts / t-shirts / blouses / tank tops which expose their belly or their shoulders. A student is expected to wear attires which would be expected in an office workplace.
C	**Alcohol and drugs on KIC campuses** No student is allowed to be on KIC campuses whilst adversely affected by alcohol or illicit drugs. The possession, use or sale of illicit substances on college premises is forbidden and is a punishable crime by Australian law.
D	**Smoking on college premises** No students are allowed to smoke under KIC premises unless a specific area has been designated for smoking purposes. This applies to conventional cigarettes, cigars and electronic cigarettes.
E	**Work Health and Safety in KIC premises** A student must not engage in an activity which can significantly impact or will significantly impact the safety or wellbeing, may it be physical or mental, of self and/or a stakeholder of Kingston International College.
F	**Equal opportunity and respect in KIC premises** A student of KIC must not partake in a behaviour which may cause discomfort or distress to any stakeholder of KIC. Such a behaviour can be but is not limited to harassment, sexual harassment, bullying, intimidation, discrimination or racism.
G	**Intellectual property** A student of KIC must not use the intellectual and physical properties of KIC, unless otherwise approved in written by KIC, for marketing, advertising and sales of properties to a 3rd party.
H	**Property damage** KIC students are to be advised that, damages caused by a student deliberately / intentionally to KIC premise and property, may lead to KIC holding the student pecuniary liable for repairs and/or procurement of replacement properties.

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I	**Academic misconduct** A student of KIC must not engage in academic misconduct which includes: • Cheating – gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment. • Plagiarism – taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable. • Collusion – two or more students exchange or share work and claim it as their own individual effort. • Uploading a KIC assessment to a website or system with the intention of sharing it with others.
J	**Copyright** You may only copy materials in accordance with the Copyright Act 1968 and you must comply with licences for the use of intellectual property, including software.
K	**Confidentiality** As a student, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.

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	AUTHOTRIZED BY
12 Mar 2024	Revised the course progress and attendance policy from version 1.1 July 2023 QMS. Changes made: A student is not maintaining a satisfactory course progress when the student is deemed as not yet competent in at least one unit as opposed to initially 50% of their course. Added student code of conduct key points and mandatory classroom resources for students.	James Rayne PEO