

ACADEMIC PATHWAY PROGRAMS INTERVENTION POLICY

SECTION 1 – PURPOSE AND SCOPE

(1) The Intervention Policy will provide guidance to staff and international and domestic students in regard to **UWSCollege's** policy and procedures in relation to students at risk in accordance with Standard 10 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 and in accordance with UWS policy.

(2) The Academic Pathway Programs of **UWSCollege** undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation, UWS policies and other **UWSCollege** policies.

SECTION 2 – DEFINITIONS

(3) For the purposes of this policy, the following definitions apply:

- a. "Domestic student" means a student studying at **UWSCollege** who is not a student visa holder.
- b. "International student" – a student studying at **UWSCollege** on a student visa.

SECTION 3 – POLICY STATEMENT

(4) **UWSCollege** is committed to enhancing the learning experience of all students and to this end will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students.

(5) It is the policy of the Academic Pathway Programs that students, at risk of failing to meet course progress requirements, will be identified as early as possible in their studies. To that end the following procedures will be used.

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SECTION 4 – PROCEDURES

- (6) Where possible, and educationally sound, a formal assessment task will be held in week three (3) or four (4) in each subject. It is hoped that this will identify early in the semester those students who may be at risk. Formal feedback should be provided to students before census date so that at risk students are given the opportunity to withdraw from their course and perhaps return at a later date.
- (7) By the end of week eight (8) of each semester, teachers will complete student reports in which they are asked to comment on all students in their classes, in an effort to identify students at risk in any of a number of areas such as adjustment to study in Australia, personal problems, illness, and academic progress. The reports also ask teachers to suggest strategies to address perceived student difficulties.
- (8) These reports are then returned to the Head of Program or Coordinator of the program, who will collate responses and write a mid semester progress report for each student. The report includes suggested areas for improvement and strategies for so doing. Every student will receive a copy of their report by email and by post.
- (9) Students who are identified as being at risk of failing to meet course progress requirements will be interviewed with a view to implementing an intervention strategy and to provide suggestions as to how the student may improve their achievement of course progress requirements. The mid semester report activates the first stage of the intervention strategy.
- (10) It may also be at this stage that students are referred to the Student Adviser if there is evidence that personal or health issues may be in existence. Parents /guardians of students under 18 will also receive a copy of the progress report.
- (11) At the end of every semester after that semester's results are finalised, students who are failing to meet, or are in danger of failing to meet, course progress requirements will be requested to attend an interview with the relevant Coordinator or Head of Program. This interview will determine steps to be taken by the student and by UWSCollege. Such steps may include but are not limited to: attendance at academic support classes, reporting to the coordinator on a regular basis, undertaking a reduced study load, conditional enrolment, repeating specific subjects, repeating a semester.
- (12) An intervention strategy will be activated, at a minimum, for all students who have failed, or are deemed not yet competent in 50% or more of units completed in the study period completed.

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(13) Intervention letters and copies of all documents in relation to the intervention strategies will be TRIMMED to the student's file.

(14) Ongoing progress will be monitored by the Head of Program or Coordinator.

(15) Where it is obvious that intervention strategies are not succeeding or have not succeeded, UWS policies on course progression will be activated for domestic and international students. In specific instances non compliance procedures may be activated by the UWS International Office for international students.

SECTION 5 – GUIDELINES AND REFERENCES

- a. Education Services for Overseas Students (ESOS) Act 2000.
- b. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
- c. UWS Progression and Unsatisfactory Academic Progress Policy.

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