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- POLICY -

Student Retention and Academic Progression

Policy Statement

TAFE SA is committed to providing a learning environment that enables students to succeed in their chosen field of study.

Students have a responsibility in meeting academic progression requirements for their education and training with TAFE SA. To support this, TAFE SA places a high emphasis on the role of educators and support staff in enabling student success.

Policy Scope

This policy applies to students and TAFE SA staff associated with student progression (including contractors, volunteers, hourly paid instructors, and casuals).

The Student Retention and Academic Progression Policy and Procedure are specific to the provision of student support for academic matters.

TAFE SA has a range of other policies and supporting procedures which guide the provision of student support for non-academic matters, including:

- Student Critical Incident Policy
- Sexual Assault and Sexual Harassment Policy
- Access and Equity Policy
- Respectful Behaviours Policy
- Customer Resolution and Feedback Policy

The range of available student support services are detailed on the [student website](#).

Policy

TAFE SA recognises that early intervention and support of students at risk of not progressing in their course, provides the best opportunity for confirmation and completion of study. TAFE SA will provide a range of support services and intervention strategies that will assist students to achieve success in their field of study.

Prior to enrolling students will:

- > Have access to information that allows them to make informed enrolment decisions ensuring that course and subject selections align with their overall objectives.
- > Be provided with information regarding student support services available at TAFE SA.
- > Be provided with the opportunity to have their existing skills and knowledge assessed and counselling to enrol into a course that is appropriate to their needs.

At TAFE SA students will:

- > Be assessed on language, literacy, numeracy, and digital proficiency, to determine appropriate support services needed for academic success.

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- > Be provided with information regarding course participation and academic progression expectations.
- > Have access to learning plans and appropriate levels of support based on their individual needs.

While studying at TAFE SA students will:

- > Have access to available student support services through the [student website](#) and the TAFE SA Learner Management System – LEARN.
- > Be proactively monitored for engagement and course progress, to identify students who may be at risk of either withdrawing from study or failing to make academic progress.
- > Have interventions applied at appropriate times involving TAFE SA support services.

TAFE SA has identified factors that lead to students being at risk of inadequate academic progression. These factors include, but are not limited to:

- > Inadequate attendance at scheduled classes, (on site (campus), or online), or during vocational placement, required to complete the course.
- > Inadequate engagement with learning content and learning activities (on site, or online) required to complete the course.
- > Pattern of failing to submit assessment task(s) by the due date and not submitting an extension request.
- > Unsuccessful completion of assessment tasks.
- > Students who have re-enrolled to repeat a unit they have previously failed.
- > International students not adhering to attendance and course academic progress requirements for as outlined in the International Students Procedure – Attendance and Course Progress.

TAFE SA will comply with applicable legislative reporting requirements, including but not limited to the Education Services for Overseas Students (ESOS) Act, the Higher Education Support Act 2003, VET Student Loans (VSL) Act (2016), terms within a Training Contract, and VET for Secondary Schools (VFSS) policy.

Associated Procedure

Staff are required to adhere to processes outlined in the [Student Retention and Academic Progression Procedure](#).

Roles and Responsibilities

Position	Responsibility
Director, Student Experience	Ensure information about the range of support services available at TAFE SA is provided to students via enrolment

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	and orientation processes, TAFE SA's external and student websites.
Lecturers	<p>Monitor student engagement and academic progress through available means to identify where a student may be at risk.</p> <p>Apply intervention strategies as outlined in the Student Retention and Academic Progression Procedure, ensure that attendance records are entered in a timely manner, as per the Resulting Policy and Procedure, to guarantee regular non-attendance/non engagement is identified.</p>
Educational Managers	<p>Ensure course entry requirements are clearly articulated on the TAFE SA website and in pre-enrolment materials.</p> <p>Ensure lecturers are engaging appropriately with student support services to apply appropriate support and intervention to address non progression.</p> <p>Ensure lecturers are proactively monitoring student engagement and academic progress to enable identification of students at risk.</p>
Manager, Aboriginal Access Centre	<p>Ensure Training Support Officers are available for Aboriginal and Torres Strait Islander students at TAFE SA campuses.</p> <p>Ensure information about the support services available through the Training Support Officers is provided to Aboriginal and Torres Strait Islander students and TAFE SA staff.</p>
Manager, Student Services	<p>Ensure Student Services are available for students at TAFE SA campuses via multiple modes of communication (i.e., in person, phone, computer applications).</p>
Manager, International Operations	<p>Ensure student support services are available to support international students at TAFE SA campuses. via multiple modes of communication (i.e., in person, phone, computer applications). Ensure standard operating procedures are established, and implemented, in relation to reporting international student attendance and course progress to the Department of Home Affairs in accordance with the requirements of the ESOS Act. Provide advice and training to Education Units in the monitoring, identifying and reviewing of attendance and course progress of international students.</p>

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Deputy Director, Centre for Educator Practice	Ensure professional development regarding identification and management of students at risk is provided to educational staff.
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Definitions

Term	Definition
At risk student	A student identified by TAFE SA staff and/or systems as being at risk of inadequate academic progression.
TAFE SA LMS - LEARN	LEARN is the TAFE SA Learner Management System (LMS). LEARN is a Moodle based software application that houses digitised learning and assessment resources.
Intervention Strategies	Strategies applied to assist a student to achieve success in their field of study, once a student has been identified as being at risk of inadequate academic progression.
TAFE SA Support Services	Specialised services for current and prospective students including counselling, careers and disability support.
Upfront Assessment of Need (UAN)	The processes taken to ensure students get the support they need to successfully complete training and includes the conducting of an assessment of a student's suitability, support needs, literacy, numeracy and digital capabilities.

Associated Documents and References

Document Number	Document/Reference Title
Code of Ethics	<i>Code of Ethics for the South Australian Public Sector</i>
Federal legislation	<i>Standards for Registered Training Organisations (RTOs) 2015 (legislation.gov.au)</i>

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Federal legislation	<u>Higher Education Standards Framework (Threshold Standards) 2021</u>
PPMF TAFESA 1228	<u>Student Retention and Academic Progression Procedure</u>
PPMF TAFESA 1098	<u>TAFE SA Assessment Policy</u>
PPMF TAFESA 1238	<u>TAFE SA Assessment Decision Appeals Procedure</u>
PPMF TAFESA 1099	<u>TAFE SA Resulting Policy</u>
PPMF TAFESA 1100	<u>TAFE SA Resulting Procedure</u>
PPMF TAFESA 1184	<u>TAFE SA Academic Integrity Policy</u>
PPMF TAFESA 1185	<u>TAFE SA Academic Integrity Procedure</u>
Federal Legislation	<u>Education Services for Overseas Students Act 2000</u>
PPMF TAFESA 1154	<u>TAFE SA International Student Policy</u>
PPMF TAFESA 1158	<u>TAFE SA International Students: Attendance and Course Progress Procedure</u>
PPMF TAFESA 1208	<u>TAFE SA Marketing Policy</u>
PPMF TAFESA 1207	<u>TAFE SA Marketing Procedure</u>
PPMF TAFESA 1010	<u>TAFE SA Respectful Behaviours Policy</u>
PPMF TAFESA 1040	<u>TAFE SA Student Critical Incident Policy</u>
PPMF TAFESA 1078	<u>TAFE SA Sexual Assault and Sexual Harassment Policy</u>
PPMF TAFESA 1032	<u>TAFE SA Customer Resolution and Feedback Policy</u>
PPMF TAFESA 164	<u>TAFE SA Customer Resolution and Feedback Procedure</u>
PPMF TAFESA 38	<u>TAFE SA Access and Equity Policy</u>
	<u>TAFE SA Student Code of Behaviour</u>
PPMF TAFESA 136	<u>TAFE SA Student Conduct and Disciplinary Policy</u>
PPMF TAFESA 1093	<u>TAFE SA Privacy Policy</u>

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PPMF TAFESA 1096	TAFE SA Refunds and Recredits for Students with a Commonwealth Student Loan or a Commonwealth Supported Place Procedure
Federal legislation	Federal Register of Legislation - VET Student Loan Rules 2016
Federal legislation	Higher Education Support Act 2003 (legislation.gov.au)
Federal legislation	VET Student Loans Act 2016 (legislation.gov.au)

Document Control

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