



## **EDUCATIONAL PROGRESSION POLICY** (IN ACCORDANCE WITH h&h REGULATIONS)

### **Scope:**

This policy has been developed to protect the interests and reputation of h&h Accredited Training ('the business') and outlines all requirements that need to be met for completing mandatory work placements.

### **Purpose:**

The Educational progression is designed to provide information on a students' achievement in a variety of units of competency as they undertake their course. Assessments are undertaken frequently as a student progresses through each subject/unit.

The assessment is representative of the student's progress in any given unit of competency. As assessments are against the contents, assessment requirements of unit, assessments are undertaken uniformly for all participating students including classrooms, on-line, mixed modes and distance based, using the unit -focused learning guides, relevant materials and procedures.

### **Guidelines:**

h&h acknowledges the mutual benefits to all parties that participate in the assessment process. This enables the student to be assessed and provides feedback as to progress in any given unit and areas of concern in any given unit. Students are given the assessment requirements information that relate to all elements and performance criteria of the relevant units to their studies.

### **Academic Progression:**

Students must repeat all units or components of study where they have not achieved a satisfactory result, at the first opportunity. Students who have an unsatisfactory/not yet competent marking/result for two units of competency will be required to meet with their Trainer and the Training Manager to discuss their enrolment options, as an unsatisfactory/not yet competent result may prevent ongoing enrolment.

The college reserves the right not to place a student in a designated work placement or work experience environment, where the performance of the student does not meet the required standard.

h&h understands the value of efficiently monitoring the progress of students in their studies; having systems in place to promote the early detection of students who are making unsatisfactory progress; addressing these issues as early as possible, to have a positive result.

h&h monitors the progression of a student using the following guidelines:

- failure to successfully complete all assigned assessments (not including accepted RPL, CT results)
- failure to attend classes (80% requirement for classroom based enrolments)
- failure to attend mandatory classes (i.e. administer and monitor medication)
- failure to complete compulsory unit/s of study
- failure to achieve a 'satisfactory'/competent mark for all activities and assessments
- failure to achieve a 'satisfactory'/competent mark for the same unit of study on three occasions (including re submission of activities)

- failure to complete work placement/experience (including 100% attendance and completion of work placement/experience activities)
- failure to comply with course guidelines (i.e. obtaining current police check, working with children's check etc)
- failure to pay all fees due
- failure to complete course requirements within specified timeframe

**Reasonable Adjustments with Assessments:**

'Reasonable adjustment' is the process of adjusting, or changing, the assessment to meet the needs and characteristics of the student being assessed. This takes into account any equity requirements. The determination of 'reasonableness' requires judgement that must take into account the impact on the organisation and the need to maintain the integrity of the unit of competency.

Where a student achieves an unsatisfactory result in one or more core units, they will be counselled and given an opportunity to improve their study outcomes through one-on-one assessment.

A student at h&h has the opportunity to undertake 'self paced learning' whilst participating in a classroom learning environment. h&h encourages students to be motivated to learn during their skills development journey.

**Other Academic Consequences:**

- A student may be given an unsatisfactory outcome when found guilty of plagiarism, cheating or other academic misconduct
- A student cannot be granted a credit for any unit that they have been deemed 'unsatisfactory'/not yet competent, prior to enrolling in an h&h course of study
- A student who does not meet the minimum academic standard during their enrolment, or where their academic performance continues to be deemed 'poor', may be asked to explain why they should be allowed to continue their studies

**Related Legislation/Guidelines:**

- Standards for Registered Training Organisations (RTOs) 2015
- Smart and Skilled Operating Guidelines and
- h&h Assessment Policy V3 16.06.20
- h&h Appeal Assessment Results V7 16.06.20

Version Dates	Policy Version 1 approved 15 April 2014 Policy Version 1 reviewed 24 November 2015, no change Policy Version 2 approved 22 June 2020
Review Date	Version 2 will be reviewed as policies are updated
Approved by	CEO General Manager
Relevant to	All staff; Trainers and Assessors
Current document	F:\(()) NEW SYSTEM\Compliance\Policies
Superseded document/s	N/a
Related Procedure	Relevant procedure updated/reviewed as necessary, aligning with any system changes

**Risk Rating (Please highlight the appropriate risk level):**

5 = High Risk

**4 = Medium Risk**

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A