

# Academic Progress Policy

RTO Number 90198

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Applies to	NSW Health RTO
Related Policies	Misconduct Complaints and Appeals
Related Procedures	Academic Progress Misconduct Complaints Assessment Decision Appeal Internal Appeal External Appeal
Forms and supporting documents	Student RTO Handbook Program Guide Student Support Meeting Record Student Support Monitoring Record
Review date	April 2023

## DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v2.0	February 2017	RTOEO	Developed the Academic Progress Policy and Procedures to address student academic progress requirements
v2.1	August 2018	RTOEO	Removed the student academic progress information from the policy and procedures Set up the standalone procedure
v2.2	August 2019	RTOEO	Amended the titles of the RTO new Committees
v2.3	August 2020	RTOEO	Clarified the number of assessment attempts and extensions.
v2.4	April 2022	RTOEO	Removed reference to Academic Misconduct and replaced with Misconduct. Added the requirements for Procedural Fairness.

## Definitions

Appeals Committee	<p>Reviews the complaints and appeals escalated by the students. It may have the following members:</p> <ul style="list-style-type: none"> <li>• Executive Manager, NSW Health RTO</li> <li>• Executive Officer, NSW Health RTO</li> <li>• Director, Education and Training, HETI Higher Education</li> </ul>
ASQA	Australian Skills Quality Authority
CE	Chief Executive, NSW Health RTO
Procedural Fairness	<p>The guiding principles for ensuring a fair and just process. Respondents are provided with an opportunity to respond and be heard; decision makers are free from bias and decisions are based upon factual and credible evidence.</p>
Program	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency
RTOEO	NSW Health RTO Executive Office
Satisfactory Academic Progress	<p>Where the student achieves:</p> <ul style="list-style-type: none"> <li>• Satisfactory completion and submission of all assessments</li> <li>• Competence in all units of competency</li> <li>• All classroom and clinical/work placements attendance</li> </ul> <p>Absences from classroom training/ clinical and work placement are permitted for the following reasons (and subject to documentary evidence being provided):</p> <ul style="list-style-type: none"> <li>• Illness or injury, where a medical certificate states that the student was unable to attend classes or complete assessments;</li> <li>• Family circumstances such as sick children or the bereavement of close family members.</li> <li>• Involvement in a traumatic incident.</li> <li>• Other legitimate circumstances not described above supported by evidence.</li> </ul>
Student Review Panel (SRP)	<p>Implements a fair process by which students with academic misconduct will be managed and course progression or continuation of enrolment is decided. The SRP comprises:</p> <ul style="list-style-type: none"> <li>• Delivery Site Manager / Director - Chair</li> <li>• Program Coordinator</li> <li>• Director/Manager of another Delivery Site, or an Independent Educator</li> </ul>
Unsatisfactory Academic Progress	Where a student:

	<ul style="list-style-type: none"> <li>• Is unsuccessful in completing the training and assessment requirements for a qualification or any of its units of competency.</li> <li>• Unsatisfactorily completes assessment item/s and/or the assessment has not been submitted after agreed extensions of time</li> <li>• Is not maintaining attendance requirements</li> <li>• Is unsuccessful in meeting any other specific program requirements including but not limited to satisfactory completion of assessment requirements, competency in the required clinical skills, and attendance at work placements.</li> </ul>
UOC	Unit of Competency
VET	Vocational Education and Training

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## Purpose

NSW Health RTO is committed to ensuring that students achieve the academic requirements for the program they are enrolled in.

This policy and its related procedure meet the requirements of the VET Quality Framework, including the Standards for RTOs 2015.

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## Scope

This policy applies to all students enrolled with NSW Health RTO. Poor performance due to misconduct and/or plagiarism, cheating and collusion is addressed in the Misconduct Policy and Procedure.

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## Policy

1. All NSW Health RTO staff and students are bound by the NSW Health Code of Conduct.
2. All students enrolled in NSW Health RTO programs are required to meet academic progress requirements.
3. Students have a maximum of three (3) assessment attempts for each UOC – initial submission and two re-submissions.
4. Students must satisfactorily complete all assessments by the due date. If students cannot submit any assessment by the due date because of extenuating circumstances, they need to explain the reason and negotiate an extension prior to the assessment due date (except in circumstances that prevent them from doing so).
5. Except in extenuating circumstances, students may be provided up to three (3) extensions of time throughout a full program. Approved extensions should be recorded on the student's file.
6. All extensions, greater than one week, must be approved by the Program Coordinator taking into consideration the implications for student progression and timely completion.
7. A student's Manager/School will be notified if the student:
  - Does not maintain attendance requirements

- Fails to submit assessments on time, without prior approval
  - Does not discuss this with their Program Coordinator within two weeks of the assessment due date, or
  - Achieves a consistent Not Competent (NC) result
8. NSW Health RTO has a structured, formal process in place to assist students to meet academic progress requirements. This can include the coaching/support, as well as the development of a learning contract.
  9. Students will be treated with respect during the management of academic progress matters.
  10. All RTO staff involved in the management of Academic Progress issues will implement a fair and just process. Respondents are provided with an opportunity to respond and be heard; decision makers are free from bias and decisions are based upon factual and credible evidence.
  11. The academic progress requirements are outlined in the NSW Health RTO Student Handbook. Program Guides may also outline additional academic progress requirements.
  12. Where students fail to meet academic progress requirements, NSW Health RTO has in place a procedure for managing student progress.
  13. Failure to meet the requirements of this policy and associated procedure will result in the cancellation of the student's enrolment.
  14. A Student Review Panel (SRP) will be formed to make the decision regarding a student's continued enrolment.
  15. Students have the right to appeal against the decision to cancel their enrolment using the NSW Health RTO Complaints and Appeals mechanisms. If the student chooses to access this process, the student remains enrolled in their program until this process is complete.
  16. All records will be kept on the student's file including warning letters and the notice of cancellation of enrolment.
  17. Student employer or schools will be informed of any academic progress issues.

# NSW Health

## Registered Training Organisation

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