Document title:	Student Progress Requirements Policy
Approving authority:	Board of Directors
Related policies:	Assessment System Policy Access and Inclusion Policy for Students Access and Inclusion Reasonable Adjustments Policy Course Extension and Adjustment Policy Course Fees Policy Exit Points Policy Language, Literacy, and Numeracy (LLN) Support Policy Refund Policy Student Pregnancy and Maternity Support Policy Student Support Services Policy
Next review:	01/06/2026

Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

The Student Progress Requirements Policy aims to outline the expectations for student progress in their courses at ITAC. It establishes clear guidelines for maintaining satisfactory course progression and identifies support mechanisms available to assist students who may be struggling to meet these expectations. This policy ensures consistency in monitoring student progress and helps maintain the integrity and quality of our courses.

2. Scope

This policy applies to all students enrolled in ITAC courses, regardless of their mode of study, location, or funding arrangements.

3. Purpose

The purpose of this policy is to:

- Ensure students are progressing satisfactorily in their courses
- Identify students at risk of not meeting progress requirements and provide them with appropriate support and guidance
- Maintain the quality and integrity of ITAC courses and qualifications

4. Policy Statement

ITAC is committed to supporting students in achieving their learning goals and completing their courses within the specified duration. To ensure successful outcomes, students are required to maintain satisfactory progress throughout their studies. ITAC will monitor student progress regularly and provide assistance to students who may be struggling to meet the required standards.

5. Monitoring Student Progress

ITAC will monitor student progress through regular assessments, attendance records, and engagement with course materials. If a student is identified as not making satisfactory progress, ITAC will initiate appropriate interventions, which may include additional support, adjustments to the course structure, or other measures to help the student improve their progress.

6. Satisfactory Progress

Satisfactory progress is defined as the successful completion of course requirements, including assessments and practical placements, within the specified timeframe for the course. Students are expected to demonstrate consistent engagement with course materials, attend classes (where applicable), and submit assessments on time. Satisfactory progress is also defined as completing assessment requirements with three or fewer attempts.

7. At-Risk Students

Students who are identified as being at risk of not meeting progress requirements will be contacted by ITAC and provided with additional support and resources. This may include academic counselling, study skills support, or referral to external services. ITAC will work with the student to develop an action plan to help them improve their progress.

8. Unsatisfactory Progress

If a student continues to struggle with meeting progress requirements, despite the implementation of support strategies, they may be deemed to have unsatisfactory progress. This could lead to further intervention, such as placing the student on a probationary period or an Action Plan, adjusting their course load, referral to a specialist provider, or, in extreme cases, discontinuing their enrolment in the course.

9. Resubmissions

Students are provided with three resubmission attempts. At each attempt, students are provided with feedback, guidance and support to a level commensurate with the student's individual needs. After three attempts, this policy may be enacted, including, for example, referring the student to a specialist provider who has the expertise to meet their needs.

10. Non-Contact Students

ITAC values open communication and encourages students to stay connected throughout their course. Students who fail to maintain ongoing communication with ITAC, including returning phone calls and emails when requested, may be subject to removal from the course. Non-contact is generally defined as a period of 90 days without any communication or interaction with ITAC staff or trainers. Please note that any fees associated with the course are still payable, even if a student is removed due to non-contact.

11. Appeals

Students who are dissatisfied with a decision regarding their progress can appeal the decision following ITAC's appeals process. Further information on the appeals process can be found in the relevant policy documentation.

12. Review

This policy will be reviewed annually to ensure its ongoing relevance, effectiveness, and alignment with current regulations and best practices in the education sector.