

LEARNER ACADEMIC PROGRESS POLICY

Contour Systems Pty Ltd trading as Contour College will maintain all necessary systems and processes to assist each learner to ensure they can complete their studies on time, with sufficient flexibility to ensure their academic and personal needs are met. This will be achieved by being proactive in communicating with the learners and offering counselling services when required.

Learners will be provided with clear concise information in the marketing literature, and again prior to commencing, to ensure they fully understand the requirements of satisfactory and non-satisfactory academic progress. Procedures to record and measure this progress will enable the College to satisfy company policy and regulatory requirements for all learners.

Contour will provide a series of intervention strategies to monitor record and assess course progress. These will be monitored and recorded on a regular basis. Learners and staff will be advised accordingly to all procedures.

For the purpose of monitoring learner progress, a study period will be equivalent to one term of 10 weeks or half a semester at Contour College. Learners who *fail to achieve competency in at least 50% or more of the units attempted in any one term will be deemed 'at risk' of not completing their studies in time.*

Once the course reaches conclusion, learners forfeit the right to continue training, unless the deferral process has been approved beforehand. A Statement of Attainment will be issued in place of a full certificate. The College reserves the right to adjust training timetable without notice in order to accommodate the academic needs of learners.