

## STUDENT ACADEMIC PROGRESS POLICY

Contour College (Contour) will maintain all necessary systems and processes to assist each student, to ensure they can successfully complete their studies on time, with sufficient flexibility to ensure their academic and personal needs are met.

Students will be provided with clear and concise information in course marketing material, prior to enrolment 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 Contour to satisfy company policy and regulatory requirements for all students.

Contour will provide a series of regular intervention strategies to monitor, record and assess course progress during each study period (ten weeks/1 term). Students and staff will be advised accordingly of all procedures.

Students 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 within time. If the student's trainer feels they are making unsatisfactory course progression, they will discuss any issues with the student to determine whether Contour can assist.

Unsatisfactory course progress includes:

- not engaging in learning or assessment activities
- failure to achieve competency in units.

Contour endeavours to support its students through their course by:

- identifying and supporting the student's needs prior to their enrolment or commencement
- providing access to the required support throughout the student's training.

This may include support through:

- language, literacy and numeracy
- IT support / assistive technology
- additional tutorials (including online tutorial support)
- disability support
- counselling.

Please note, some support methods may incur additional costs and/or require external qualified support. The student will be advised if costs apply.

Once the course reaches conclusion, students forfeit the right to continue training, unless the deferral process has been approved beforehand. Where a student does not achieve competency in all the required units of competency, a Statement of Attainment will be issued for the units that have been achieved, in place of a full certificate.

Contour reserves the right to adjust training timetable without notice in order to accommodate the academic needs of students.