International Inbound Student Monitoring of Course Progression Policy - BHI
Version 2

Authorised by: CEO   **Endorsed By: Executive Team**

1   Document Control

Version	Date	Amended by	Changes Made
1	26/08/2014	Manager International	Initial document
1.1	08/01/2018	Administrator, International	Update policy to new template. Update changes to National Code 2018
1.2	07/06/2019	Manager, Educational Quality & Manager International Student Policy and Monitoring	Updated policy statement. Included VRQA requirements for VCE and VCAL students
2	23/10/2019		Final

2   Purpose

To determine the policy and principles which apply to course progression monitoring, recoding of attendance, intervention strategies and reporting requirements.

3   Scope

This policy applies to all Box Hill Institute (the Institute) staff delivering qualifications and courses to international inbound students enrolled at the Institute.

4   Policy Statement

This policy is designed to meet the requirements of Standard 8 of the National Code 2018 – Overseas student visa requirements.   It addresses monitoring course progress and recording attendance of VCE, VCAL, ELICOS, higher education and VET programs.

Overseas students must make satisfactory course progress and, where applicable, attendance is a condition of their student visa.

The Institute must:

- monitor the overseas student's course progress and attendance according to the requirements of non-school senior secondary, vocational education and higher education sector

- identify and offer support to those at risk of not meeting course progress or attendance requirements

- only extend the duration of an overseas student's enrolment in certain circumstances and advise them of potential impacts on their student visa

- only deliver online learning in accordance with the online learning requirements of non- school senior secondary, vocational education and higher education sector.

BHI must inform overseas students before they begin a course about the requirements to achieve satisfactory course progress and attendance requirement, where applicable. The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration for the course.

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VCE, VCAL and ELICOS programs

BHI must have a documented process for monitoring and recording both attendance and course progress for international inbound students.

Higher education programs

BHI must have a documented process for monitoring and recording course progress for international inbound students.

Vocational education programs

BHI must have a documented process for monitoring and recording course progress for international inbound students.

Reporting overseas student visa breaches

BHI must report overseas students who do not meet course progress or, where applicable, attendance requirements and must maintain the overseas student's enrolment by only reporting a breach of course progress or attendance in PRISMS if all internal and external complaints processes and due-diligence has been undertaken.

5   Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Staff Code of Conduct.

6   Definitions

Term	Definition
At Risk	Are students whose academic performance is deemed unsatisfactory within a defined study period and have failed 50% or more of his/her enrolled load.
ASQA	Australian Skills Quality Authority
eCoE	Electronic Confirmation of Enrolment documentation issued by DoHA
CRICOS	Commonwealth Register of Institutions and Courses of Overseas Students
DoHA	Department of Home Affairs
ELICOS	English Language Intensive Courses for Overseas Students
ESOS Act	The Education Services for Overseas Students Act 2000
International Inbound students	Overseas students studying in Australia on a student visa
Non-School Senior Secondary	VCE and VCAL programs registered with VRQA
PRISMS	Provider Registration and International Students Management System
Programs	Course or qualification

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TEQSA	Tertiary Education Quality and Standards Agency
VET	Vocational education training
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VRQA	Victorian Registration and Qualification Authority

7   Related Procedures

The following procedures are linked below:

- International Inbound Students Monitoring of Course Progression Procedure
- International Inbound Students Deferment, Suspension or Cancellation of Enrolment Policy and Procedure
- Complaint: Student, Customer, Client and Stakeholder Procedure
- International Student Orientation Policy
- Student Conduct Management Procedure

8   Related Operating Guidelines

Work Instructions: International Students Monitoring Course Progression

9   Related Forms

'At Risk' Proforma

Monitoring Course Progression: Intervention Strategy Template

International Student Orientation Checklist

10   Related Legislation and Registration

10.1 Box Hill Institute

10.2 External

Australian Skills Quality Authority (ASQA)

ASQA Fact Sheet – overseas student attendance

ESOS Act 2000

ELICOS Standards 2018

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National Code 2018

Tertiary Education Quality and Standards Agency

Victorian Registration and Qualification Authority

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

12 Review

This policy must be reviewed no later than three years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Responsibilities

14 Policy and Procedure Owner

Owner	Author
Deputy Chief Executive Officer	Manager, International Student Policy and Monitoring

15 Approval Body

The CEO is the approval body.

Signature	Date of Approval
Vivienne King	23/10/2019

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