



Version No.	1.3
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Approved by	CEO
Policy Owner	The Spectrum Organization Association Inc

Policy Statement

Spectrum Training is responsible for developing, implementing, monitoring and evaluating quality training and assessment strategies and practices that meet training package and VET accredited course requirements.

Spectrum Training will assess, monitor, and record student's results on completion of each unit of competency, and this will be maintained on Spectrum Training's student management system.

Statement of Purpose

This policy identifies the ways the Spectrum training will monitor the student's progress through out the course duration and the strategies that may be implemented for the student who are identified as "at risk" of not being able to complete the course in the expected timeframe.

Scope

This policy applies to all staff, contractors, and students, who are involved in training and assessing of any training product that are available on the scope of registration.

Procedures and Principles

Spectrum Training will ensure that all the students who are enrolled in a course are progressing satisfactorily and will be able to finish all the units of competency in the allocated timeframe. This will ensure the students are in line with the funding contract requirements and to make sure any cancellation or unsatisfactory completion of the qualification doesn't affect their future funding eligibility.

Unsatisfactory progress is defined by Spectrum Training as not successfully completing or demonstrating competence in at least 50% of the course requirements in a study period.

For the purpose of course progression Spectrum Training defines a study period as 1 term (3 consecutive months).

Spectrum Training advises the course and study requirements of each study period clearly to students on commencement. Any variations are advised to students in writing as soon as

they are known. Trainers will discuss any concerns with students and offer assistance as issues arise to help prevent students falling behind in their course progress. Trainers and the Training Manager will constantly monitor the progress of students and report any concerns to the Training Manager as soon as identified. Any student that fails a unit of competency in their course may be considered 'at risk' to not complete the course in the expected duration.

Spectrum Training will, at the minimum, monitor and record student's course progress on completion of each unit of competency or a minimum of once per calendar month. Students are notified in writing as soon as it is identified they are 'at risk' to not achieve satisfactory course progress during a study period. Students will be required to communicate with a trainer or the Training Manager to discuss the options available to achieve the satisfactory course progress.

If they fail to achieve at least 50% for satisfactory course progress, for one (1) or more study periods, students are deemed at extreme risk of not being able to complete the course in expected timeframe. These students are then sent a notification of 'intention of cancellation' due to poor course progress and are given seven (7) days to respond, after which the decision is made on their enrolment which may result in cancellation of their enrolment.

Students may appeal the decision through the "complaint and appeals" process or they may re-enrol in the same or different course provided they meet all the eligibility requirements of the intended course.

Policy Approval Authority

CEO (The Spectrum Organization Association Inc)

Review and Evaluation

This policy will be reviewed by training manager on an 'as required' basis or when there has been an update in the regulatory requirement.

Statutory and Regulatory Compliance

- National Standards for RTOs 2015 and subsequent amendments
- Equal Opportunity legislation
- Skills Assure Supplier policy