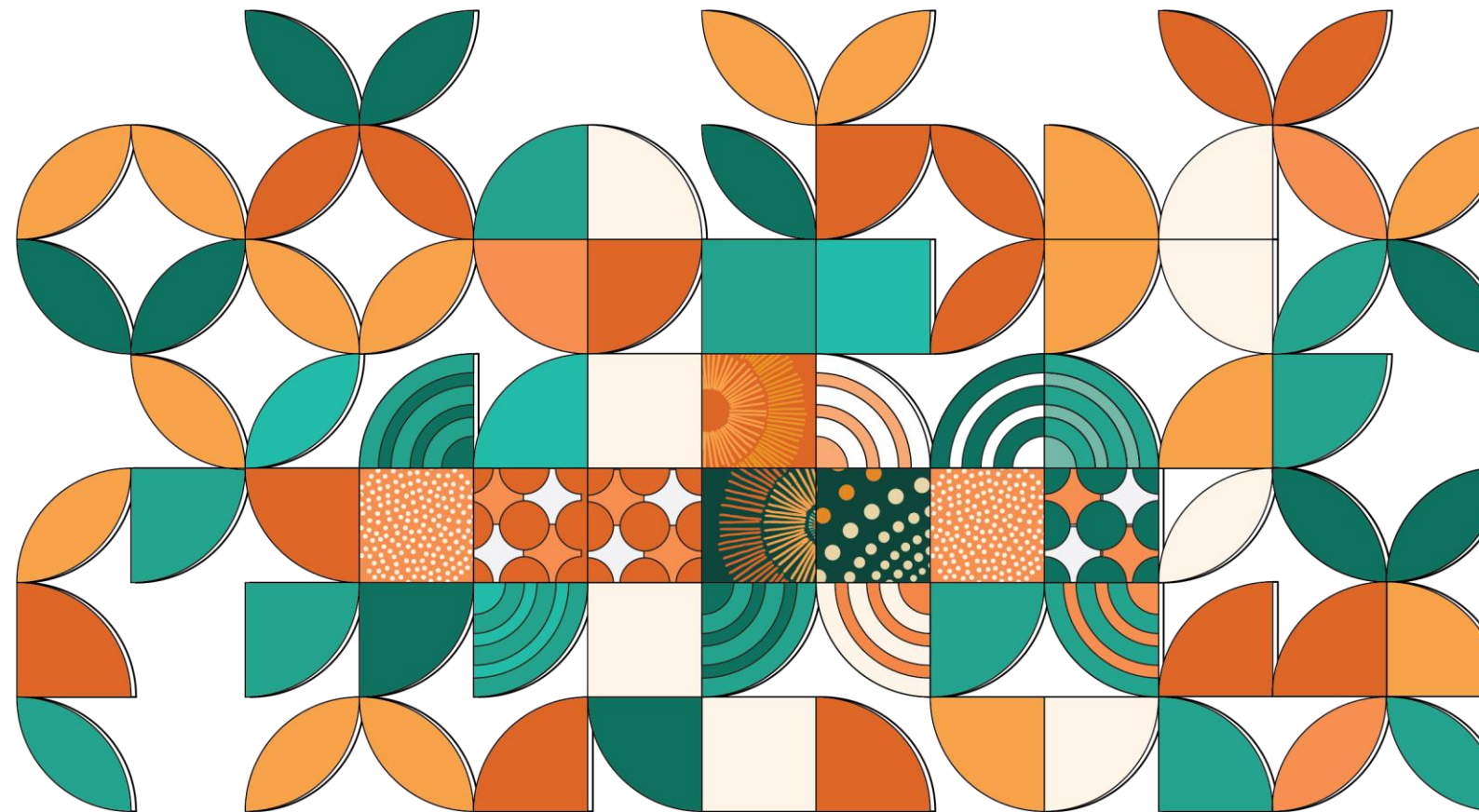


Academic Participation and Progress Policy



SECTION 1

1. Purpose

1.1 This policy sets out the framework for the effective, consistent and timely identification and handling of issues related to students' participation and progress in learning and assessment at the Institute of Health and Nursing Australia (IHNA). Additionally, the policy aims to identify and provide support to students whose health, behaviour or actions may impact their participation and progress in learning.

2. Scope

2.1 This policy applies to:

- a. all students admitted to a course or unit(s) of competency IHNA;
- b. all students enrolled or those who wish to enrol or re-enrol in a course or unit(s) of competency; and
- c. former students seeking to return to study in a course or unit(s) of competency.

2.2 This policy applies to:

- a. all IHNA courses; and
- b. all training and assessment locations.

2.3 This policy does not operate in matters where a student is alleged to have committed general misconduct or is subject to an action in accordance with the Plagiarism and Cheating Policy and Procedure. This policy applies to all students admitted to any course or unit of competency at IHNA.

SECTION 2

3. Definitions

3.1 Refer to IHNA's Glossary of Terms.

4. Policy

4.1 IHNA is committed to the delivery of high-quality training outcomes for students through the regular monitoring and assessment of student progress and through the provision of high-quality education and support to students. The policy sets out how IHNA meets the commitment, whilst ensuring compliance with regulatory requirements.

4.2 Academic participation and progress are the processes by which students can advance in their course of study, having fulfilled all learning and assessment requirements.

4.3 The monitoring of student participation and progress is an important strategy to assist students in achieving their course outcomes by;

- a. Allowing for the early identification of students whose academic progress is less than satisfactory and who may need appropriate learning support, resources and assistance; and
 - b. Identifying and excluding students who continue to make unsatisfactory progress including the strategy for early exit from a course.
- 4.4 IHNA supports students to fulfil the requirements of their course by:
- a. identifying students at risk of not making satisfactory progress throughout their course;
 - b. supporting students at risk through specific strategies and academic advice; and
 - c. continuously monitoring the academic progress of students at risk.
- 4.5 For students to complete their studies within the expected duration specified on their Confirmation of Admission, students must meet academic progress as specified in the definitions in this policy. Where requirements are not met, Academic Participation and Progress Procedures will be followed.
- 4.6 IHNA support services are responsible for providing students at risk with strategies and advice to support satisfactory progress in their learning.
- 4.7 Students must be offered reasonable support to enable successful completion of study in courses and units.
- 4.8 The National Registrar and National Training Managers must ensure that staff, or any committee, involved in implementing this policy:
- a. consider what support may be offered to students to provide equal opportunities and/or reasonable adjustments for all students to develop their full learning potential and benefit from their course;
 - b. undertake procedures or processes that are transparent to the student involved;
 - c. handle matters raised under this policy sensitively;
 - d. maintain student confidentiality as far as possible in the circumstances; and
 - e. provides any student, subject to a concern about the student's participation and progression in the study, an opportunity to be heard.

5. Recording and Reporting

- 5.1 All documentation, records and outcomes of interventions will be recorded on the student Profile in the Knowledge Hub.

- 5.2 With regards to the Diploma of Nursing Course, IHNA makes a mandatory notification to the Australian Health Practitioner Regulation Agency (AHPRA) if a student:
- a. enrolled in the course has health impairment that, during the student undertaking the clinical component as part of the course, may place the public at substantial risk of harm, or
 - b. for whom IHNA has arranged clinical training has health impairments that, during the student undertaking clinical training, may place the public at substantial risk of harm.
- 5.3 IHNA may make a voluntary notification about a student to AHPRA when IHNA believes that the student has:
- a. been charged with an offence, or has been convicted or found guilty of an offence, that is punishable by 12 months imprisonment or more, or
 - b. may have a health impairment that you believe may harm the public, or
 - c. may have contravened a condition of the student's registration or an undertaking given by the student to the Nursing and Midwifery Board of Australia (NMBA).

6. Confidentiality

- 6.1 Any person or committee who exercises any power, carries out any function under this policy, or hears any appeal must treat the matter in the strictest confidence, except where necessary for the discharge of that person's or committee's responsibilities under to this policy or as otherwise required.

7. Responsibility

- 7.1 The National Registrar is responsible for implementing this policy.
- 7.2 The National Training Manager and Course Coordinators (in concert with the National Registrar) are responsible for implementing and monitoring the policy. Trainers/Assessors/Educators are equally responsible for implementing the policy.

8. Reference

[Fact sheet: For education providers on student registration](#)

SECTION 3

9. Associated Information

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| Related Internal Documents | <ul style="list-style-type: none"> ● Academic Participation and Progress Policy ● Access and Equity Policy ● Student Complaints and Appeals Policy ● Student Complaints and Appeals Procedure ● Student Handbook ● Student Attendance, Academic Progress and Completion Monitoring Policy ● Course Progression Procedure for Students ● Attendance Marking Procedure ● Notice of Intention to Terminate Enrolment Letter for Academic Progress (Termination Letter Unsatisfactory attendance_Academic progress_Domestic Students) ● Notice of Intention to Report Unsatisfactory Attendance or ● Academic Progress (Termination Letter for Unsatisfactory attendance_Academic progress_International Students) ● Risk Assessment and Management Procedure: HLT54121 - Diploma of Nursing |
| Related Legislation, Standards, and Codes | <ul style="list-style-type: none"> ● National Vocational Education and Training Regulator Act 2011 ● Standards for Registered Training Organisations 2015 ● Education Services for Overseas Students Act 2000 (ESOS Act) ● National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) ● Enrolled Nurse Accreditation Standards 2017 ● The Nursing and Midwifery Board of Australia (NMBA) ● Australian Health Practitioner Regulation Agency (Ahpra) ● Australian Core Skills Framework ● Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) |
| Date Approved | 23/11/2023 |
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| Document Custodian | Academic Director |
| Committee Responsible | Learning and Teaching Committee |
| IHNA DocID | IHNA-APAPP1-4.0 |
| Department | Learning and Teaching |

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| SRT02015 Stds and sub-standards | Standards for RTOs 2015 - Standard 1 |
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10. Change History

| Version Control | | Version 4.0 |
|-----------------|------------|---|
| Version No. | Date | Brief description of the change, incl. version number, changes, who considered, approved, etc. |
| V. 3.0 | 10/03/2021 | Separated the Procedure from the relevant Policy, revised and updated in a new template with updated information on ITT/ITP, approved by the Academic Board on 10/03/2021 |
| V.4.0 | 05/06/2024 | Updated in the new template and logo, establishes clear definitions for 'at-risk' and 'unsatisfactory progress' to ensure consistent evaluation, Moved definitions into the Glossary of Terms |