



IHNA[®]
Institute of Health and Nursing Australia

Academic Participation and Progress Policy



Purpose

1. This policy sets out a framework for the effective, consistent and timely identification and management of issues related to the participation and progress in learning and assessment of students that are studying courses offered by IHNA. The objective of the policy includes identifying and supporting students whose health, behaviour and may impede their participation and progress in learning.
2. This policy should be read in conjunction with the VET Student Loans Rules 2016 and the VET Student Loans Manual for Providers, Version 4.2.
3. This policy should also be read in conjunction with the 2021 Standard VET Funding Contract, Skills First Program.
4. This policy should also be read in conjunction with the Department of Training and Workforce Development, business rules for purchasing training services.
5. This policy should also be read in conjunction with the requirements set by the Australian Nursing & Midwifery Accreditation Council for HLT54115 Diploma of Nursing course.

Scope

6. This policy is applicable to:
 - 6.1 all students admitted to a course or unit of study with IHNA;
 - 6.2 all students enrolled or those who wish to enrol or re-enrol in a course or unit of study with IHNA; and
 - 6.3 former students seeking to return to study in a course or unit of study with IHNA.
7. This policy applies to:
 - 7.1 all IHNA courses; and
 - 7.2 all training and assessment locations.
8. This policy is not applicable 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 Procedure.

Responsibility

9. The Academic Board has overall responsibility for approving this policy.
10. The Director of Studies is responsible for implementing this policy.
11. Other responsibilities are outlined within the policy.

Definitions

12. **AQF certification documentation** is the set of official documents that confirms that an AQF Qualification or statement of attainment has been issued to an individual.
13. **Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
14. **At risk** means a student who is at risk if they fail to meet three or more assessment deadlines or if they fail to achieve satisfactory outcomes in three or more of the competency standards being assessed. Students may also be deemed to be at risk based on other evidence at the discretion of an Educator in consultation with the Course Coordinator.



15. **Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
16. **Educator means** the Trainer, Assessor or Teacher in charge of a unit or course being undertaken by students.
17. **Knowledge Hub (KH)** refers to IHNA's student management system and resources repository.
18. **Satisfactory progress** means students who are meeting all or most of their assessment deadlines, required volume of learning and achieving satisfactory outcomes for all or most of the competencies being assessed are deemed to have satisfactory progression.
19. **Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
20. **Student** means a person being taught, trained and/or assessed by the RTO as part of a course of study that leads to an AQF qualifications.
21. **Training** means the process used by an RTO or a third-party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product within the RTO's scope of registration.
22. **Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.
23. **Unsatisfactory Progress** means a student's progress is deemed to be unsatisfactory if they are failing to meet most assessment deadlines or if they are failing to achieve satisfactory outcomes in most competency areas being assessed.
24. **VET accredited course** means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses.

Policy

25. 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 tuition and support to students. The policy sets out how IHNA meets this commitment, whilst ensuring compliance with regulatory requirements
26. Academic participation and progress is the process by which students can advance in their course of study, having fulfilled all learning and assessment requirements.
27. The monitoring of student participation and progress is an important strategy to assist students to achieve their course outcomes by;
 - 27.1 Allowing for the early identification of students whose academic progress is less than satisfactory and who may need appropriate learning support, resource and assistance; and
 - 27.2 Identifying and excluding students who continue to make unsatisfactory progress including the strategy for early exit from a course.
28. IHNA supports students to fulfil the requirements of their course by:
 - 28.1 Identifying students at risk of not making satisfactory progress through their course;
 - 28.2 Supporting students at risk through specific strategies and academic advice; and
 - 28.3 Continuously monitoring the academic progress of students at risk.
29. For students to complete their studies within the expected duration specified on their Confirmation of Admission, students must meet academic progress and attendance requirements as specified in the



definitions in this policy. Where requirements are not met, Academic Participation And Progress Procedures will be followed.

30. IHNA support services are responsible for providing students at risk with strategies and advice to support satisfactory progress in their learning.
31. Students must be offered reasonable support to enable successful completion of study in courses and units.
32. The National Registrar and National Training Managers must ensure that staff, or any committee, involved in implementing this policy:
 - 32.1 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;
 - 32.2 Undertake procedures or processes that are transparent to the student involved;
 - 32.3 Handle matters raised under this policy sensitively;
 - 32.4 Maintain student confidentiality as far as possible in the circumstances; and
 - 32.5 Provide any student, subject to a concern about the student's participation and progression in study, an opportunity to be heard.

Recording and Reporting

33. All documentation, records and outcomes of interventions will be recorded on the student Profile in the Knowledge Hub.
34. With regards to the HLT54115 Diploma of Nursing Course, IHNA makes a mandatory notification to the Australian Health Practitioner Regulation Agency (AHPRA) if a student:
 - 34.1 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
 - 34.2 For whom IHNA has arranged clinical training has health impairment that, during the student undertaking clinical training, may place the public at substantial risk of harm.
35. IHNA may make a voluntary notification about a student to AHPRA when IHNA believes that the student has:
 - 35.1 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
 - 35.2 May have a health impairment that you believe may harm the public, or
 - 35.3 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).

Confidentiality

36. 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.

Reference

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



Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Academic Participation and Progress Procedure • Access and Equity Policy • Access and Equity Procedure • Plagiarism and Cheating Policy • Plagiarism and Cheating Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Handbook • IHNA VET Student Loan Manual
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Standards for RTOs 2015 • National Code of Practice for Providers of Education and Training to Overseas Students (2018) • VET Student Loans Rules 2016 • Enrolled Nurse Accreditation Standard 2017 • Relevant State and Territory funding contracts and eligibility documents
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Change History

Version Control	Version 4.0	
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	10/03/2021	Separated the Policy from the relevant Procedure, revised and updated in a new template with policy principles, approved by Academic Board on 10/03/2021