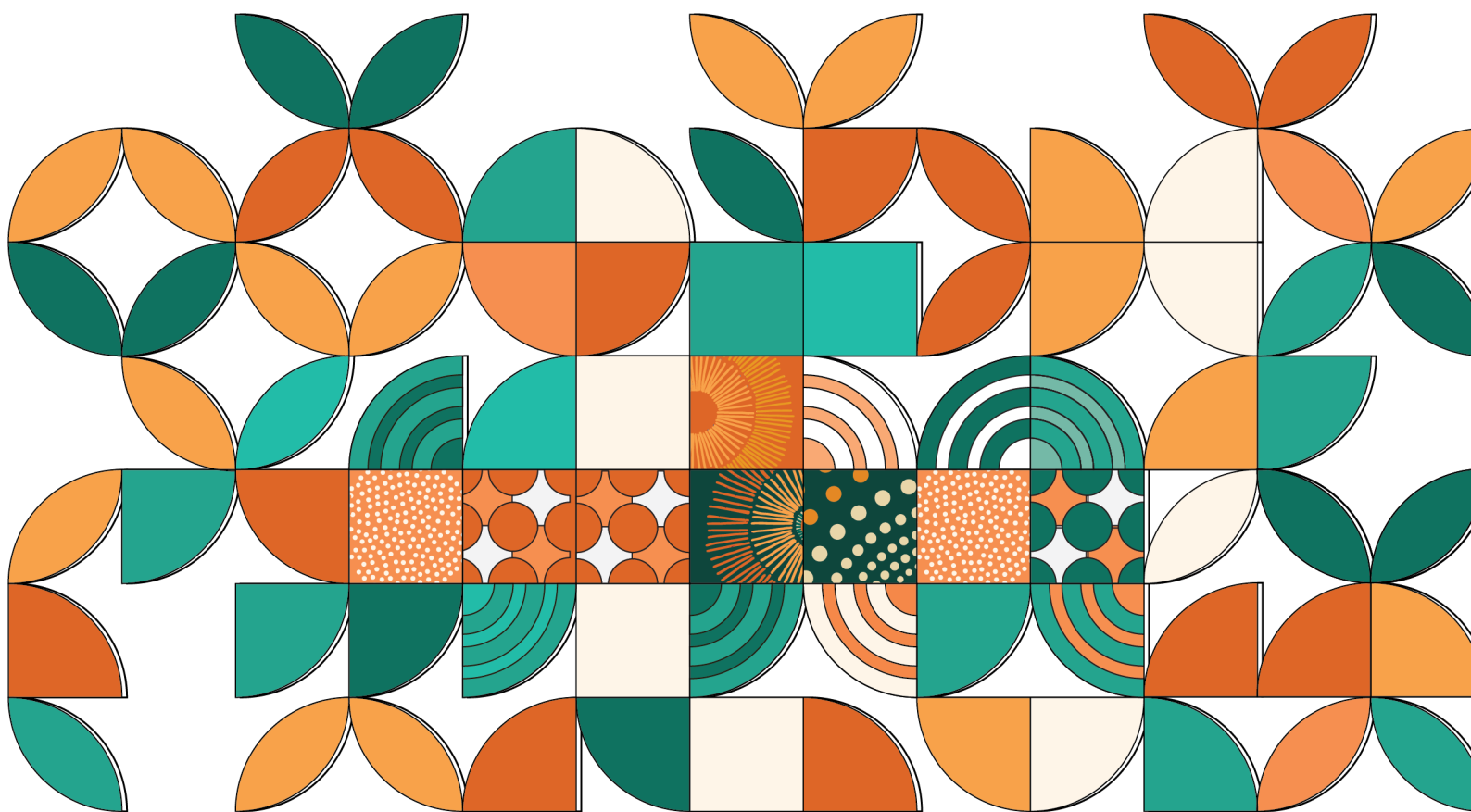


Academic Participation and Progression Policy

Domestic and International Students



SECTION 1

1. Purpose

- 1.1 The purpose of this policy is to ensure that the Institute of Health and Nursing Australia (IHNA) establishes standards for monitoring academic progress.
- 1.2 This policy facilitates prompt intervention for students at risk of not meeting academic progress.

2. Scope

- 2.1 This policy applies to all students, domestic and international, admitted to any course or unit at IHNA.
- 2.2 This policy aligns with ensuring regulatory compliance in monitoring academic progression.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Policy Principles (all students)

- 4.1 IHNA ensures that all students receive clear information about the requirements for maintaining academic progress. This information is provided before the course commences to support student success and compliance with regulatory standards.
- 4.2 IHNA ensures students meet academic requirements while proactively identifying and supporting those experiencing unsatisfactory progress.
- 4.3 IHNA monitors academic progress to ensure compliance with academic requirements and visa conditions (applicable for international students).
- 4.4 IHNA monitors and records students' academic progress internally on its Student Management System (SMS), which may impact assessment eligibility and student performance.
- 4.5 IHNA assesses course progress based on student engagement and participation in learning activities, the timely submission of assessments, and satisfactory outcomes.
- 4.6 IHNA proactively monitors student academic progress, promptly identifying and assisting students 'At Risk'. Students receive timely notifications, counselling, and targeted support for early interventions, engagement, re-engagement and intervention strategies in accordance with established procedures to help them stay on track.
- 4.7 IHNA extends the duration of a student's enrollment only under specific circumstances, advising students of the potential impacts on their visa (applicable to international students).
- 4.8 IHNA adheres to online learning limits and delivers online learning only in alignment with the Australian Skills Quality Authority (ASQA)'s online delivery regulatory guidelines.
- 4.9 IHNA may review a request on a case-by-case basis if a student requests re-enrolment after being

reported for unsatisfactory academic progress. This decision is made in accordance with the Re-enrolment Procedure.

5. Policy Principles for International Student

Monitoring academic progress

- 5.1 IHNA's academic progress monitoring ensures that the study duration listed on the international student's Confirmation of Enrolment (CoE) will not exceed that specified in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- 5.2 Academic progress monitoring must be proactive, systematic, and aligned with IHNA's commitment to student success and regulatory compliance.
- 5.3 Monitoring processes should enable early identification of students who may be at risk of not meeting academic requirements.
- 5.4 The Student Management System (SMS) is the central platform for recording, tracking, and managing academic progress data.
- 5.5 Staff are expected to use engagement levels and assessment outcomes to inform timely interventions.
- 5.6 Informal engagement is encouraged as a first step to support students and prevent escalation to formal intervention.
- 5.7 Intervention strategies must be student-centred, tailored, and documented, with clear responsibilities and timelines.
- 5.8 Students identified as "At Risk" must be supported through structured intervention plans that are monitored for effectiveness.
- 5.9 Academic progress expectations, including minimum completion thresholds, must be clearly communicated to students.
- 5.10 All academic progress decisions and communications must be evidence-based, procedurally fair, and compliant with relevant standards.
- 5.11 Records of academic progress, interventions, and communications must be securely maintained in accordance with IHNA's data management policies.

Reporting unsatisfactory academic progress

- 5.12 IHNA must ensure compliance with visa conditions by monitoring international student academic progress in accordance with the National Code.
- 5.13 Reporting obligations under the Education Services for Overseas Students (ESOS) framework must be fulfilled accurately and promptly via PRISMS.
- 5.14 Students who fail to meet academic progress requirements must be formally notified of IHNA's intention to report, with clear reasons provided.

- 5.15 All written notifications must inform students of their right to access IHNA's internal complaints and appeals process before any report is made.
- 5.16 The reporting process must uphold procedural fairness, allowing students adequate time to respond and appeal decisions.
- 5.17 Staff responsible for issuing notifications must ensure documentation is clear, consistent, and aligned with IHNA's Complaints and Appeals Policy.
- 5.18 All communications and decisions related to reporting must be securely recorded in the Student Management System (SMS) and accessible for audit and compliance purposes.

6. Policy Principles for Domestic Students

- 6.1 IHNA must ensure that students are given clear, written notice before any decision to cancel or terminate enrolment due to unsatisfactory academic progress.
- 6.2 Written notices must include the reason for the intended cancellation and inform students of their right to access IHNA's internal complaints and appeals process.
- 6.3 Enrolment cancellation procedures must be consistent with IHNA's Complaints and Appeals Policy and uphold principles of procedural fairness.
- 6.4 IHNA is responsible for maintaining compliance with all relevant State and Commonwealth funding contracts and eligibility requirements.
- 6.5 Academic progress of domestic students receiving government funding must be monitored regularly to meet obligations under programs such as VET Student Loans, Skills First, DTWD, and Smart and Skilled.
- 6.6 Any action taken regarding student enrolment must consider the impact on funding compliance and be documented appropriately.

7. Complaints and Appeals

- 7.1 Students must be provided with a fair and transparent process to appeal any decision related to academic progress or enrolment.
- 7.2 The appeals process must align with IHNA's Complaints and Appeals Policy and Procedure, ensuring consistency with the ESOS Act, the National Code, and other applicable compliance requirements.

8. Record Keeping

- 8.1 IHNA files all documentation, records, and outcomes in the student's profile and the IHNA Student Management System (Knowledge Hub) for accurate tracking and compliance.

9. Ongoing Review

- 9.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor relevant changes in this policy's standards, legislations and rules. Any necessary updates to this policy will be incorporated and reflected in the continuous improvement register.

10. Responsibility

- 10.1 Nurse Educators, Trainers and Assessors are responsible for regularly monitoring and recording students' academic progress in the Student Management System.
- 10.2 Nurse Educators, Trainers and Assessors identify students as 'At risk', notify the Administration Officer/Student Support Officer and implement necessary support and intervention strategies as required.
- 10.3 The Student Support Team is responsible for coordinating the implementation and monitoring progress of the intervention strategies with Nurse Educators/Trainers/Assessors and Training Managers to support students in meeting the required academic progress standards.
- 10.4 Training Managers oversee student academic progress, ensure that Nurse Educators/Trainers/Assessors and the Student Support Team adhere to established procedures, promptly address course progress-related concerns, and implement appropriate support and intervention strategies.
- 10.5 The Quality Assurance team actively monitors and reviews student progress to ensure compliance with academic standards and regulatory requirements.

SECTION 3

11. Associated Information

Related Internal Documents	• Academic Participation and Progress Procedure for International Student • Academic Participation and Progress Procedure for Domestic Student • Student Support Services Policy • Student Support Services Procedure • Admission and Enrolment Policy • Admission and Enrolment Procedure • Academic Participation and Progress Policy • Academic Participation and Progress Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Code of Conduct Policy • Student Code of Conduct Procedure • 1st Warning Letter Unsatisfactory Attendance and Academic Progress • 2nd Warning Letter Unsatisfactory Attendance and Academic Progress • Notice of Intention to Report Unsatisfactory Attendance and Academic Progress (Applicable for International Students) • Notice of Intention to Cancel/Terminate Enrolment (Applicable for Domestic Students) • Cancellation/Termination Letter for Unsatisfactory Academic Progress
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 • 2025 Standards for RTOs • Practice Guides – Compliance Standards for RTOs • 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	14/07/2025
Date Endorsed	18/08/2025
Date of Effect	18/08/2025
Date of Review	18/08/2028
Approval Authority	Academic Board
Document Custodian	Academic Director
Committee Responsible	Learning and Teaching
IHNA DocID	IHNA-APPP1-5.1
Department	Student Support
2025 Standards for RTOs	Practice Guides – Compliance Standards for RTOs
ESOS Act and National Code	Standard 8

12. Change History

Version Control		Version 5.1
Version No.	Date	Brief description of the change, including 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
V.5.0	05/02/2025	Rewritten the sentences for clarity and rearranged the sentences and sections in line with IHNA's current practices. Amended and merged the information from the Student Attendance, Academic Progress and Completion Monitoring Policy and archived this Policy.
V.5.1	14/07/2025	Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Compliance Standards for RTOs and updated policy accordingly.