

## Fact Sheet 2: Course Progress & Intervention

### What is Course Progress?

At Danford College we monitor your progress through your course. Satisfactory course progress means that you have achieved an assessment of 'Competent' in more than 50% of the units of competency in any study period.

### What is a study period?

For Certificates III, IV and Advanced Diploma levels and Postgraduate Courses, the term duration is 10 weeks. The total number of study terms every year will depend on the level and length of each course. For some Certificate IV Levels, there are two 10-week terms and one 12-week term, as outlined in the course details on our website at [www.danford.edu.au](http://www.danford.edu.au)

### What happens if I cannot meet the 'Course Progress' requirement?

If your work has been assessed and you have achieved a result of Not Yet Competent you will be seen as At Risk and may be offered an Intervention Strategy.

### When will I be offered an Intervention Strategy?

You may be offered an Intervention Strategy at the end of a study period if you do not maintain a satisfactory course progress of at least 50% in that study period.

### What If I have had a crisis in my life?

The College understands that sometimes we have events in our lives that are beyond our control and that can affect your capacity and/or ability to progress through a course. These may be grounds for 'Compassionate & Compelling' circumstances.

### What are 'Compelling & Compassionate circumstances'?

These could include: serious illness, death in the family, major political upheaval or natural disaster in the home country which requires you to return home, or a traumatic incident.

### Do I need to Prove that I have a compelling and or compassionate issue?

Yes. You will need to provide written evidence i.e. a medical certificate, death certificate, etc

### What does Intervention Mean?

Intervention is a strategy that the College uses to provide you with an additional opportunity to complete assessment tasks and be re-assessed in the unit.

### How does Intervention work?

You will:

1. Receive a written warning & intervention meeting appointment letter.
2. Need to attend a meeting with the Training Manager or delegate

3. Agree & sign and Intervention Plan
4. May be offered support & or counselling;
5. Be granted a further opportunity to submit the assessment tasks for the unit.

### What do I need to do?

1. Attend the Meeting,
2. Submit written evidence supporting the compassionate circumstance
3. Sign the Plan
4. Complete & submit the assessment tasks as agreed

### What kinds of support could be offered to help me?

- English language support for oral and written comprehension
- Academic mentoring: assignment writing, meeting assessment requirements & research skills
- Attending a study group
- A student counselor for assistance with personal issues affecting course progress
- Opportunity for reassessment
- Changing courses
- Mentoring by the Trainer or a nominated student
- Referral to an external organisation for assistance if required
- Reduction in course load
- Combination of above.

### How many times can I go through the Intervention process?

Once. You can only go through the intervention process **once per course** during the entire duration that you study for your qualification.

### Does my attendance count for Intervention?

Yes. An Intervention Plan will only be offered to students who have an attendance rate of 70 % for their course.

### What happens if I do not fulfil the requirements of the intervention process?

You will receive a 'Failed to Complete Intervention' letter which you can either appeal, or organise an appointment with the Training Manager to discuss your course progress, & in some cases, you may be offered a further opportunity to fulfil the requirements of the assessment for the unit.

### What happens if I have not demonstrated competency of at least 50% course progress in the following study period after already using my one chance at the intervention process?

The College will send you a letter advising you that we will intend to report you to the Australian Commonwealth Department of Home Affairs for unsatisfactory progress.

**Can I appeal this decision?** You will have twenty [20] working days in which to lodge a complaint or appeal.

### Where to obtain more information



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<https://www.danford.edu.au/apply/forms-and-policies/>