

## POLICY S8.5

### STUDENT PROGRESSION AND SUPPORT

#### 1.0 INTRODUCTION

##### 1.1 Context

Supporting students to progress through their chosen course at the Australasian College of Health & Wellness (ACHW) is of paramount importance to ACHW. Poor student progress can have a negative effect on all aspects of the organisation, including the overall student experience, retention rates, attrition rates, the reputation of ACHW, its courses, and staff. As an approved FEE-HELP provider, as required by the HESA Act 2003, this policy and accompanying procedure constitute the support for student policy requirement of the HEP Guidelines 2023.

##### 1.2 Purpose

This policy provides the principles under which student course progress is assessed and monitored by ACHW and ensures that appropriate intervention strategies are proactively employed so at-risk students may be supported and successfully progress through their chosen course of study. It ensures that sufficient and effective support services are made available.

##### 1.3 Scope

This policy applies to:

- all students of ACHW and its third-party partners irrespective of location, activity, premises, funding type, or mode of study.
- academic and professional staff in terms of the actions required to assess, monitor, intervene and, where appropriate, develop a support plan.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

1. Students are responsible for complying with this policy and its procedure when seeking support or advice on their progress.
2. All workers and Third-Party partners are responsible for complying with this policy and its procedure in managing and supporting student progress.

## 3.0 POLICY

### 3.1 Principles

1. ACHW is committed to supporting students to successfully complete their course of study within their designated period of enrolment. This includes the early identification of students, including those under 18 years of age, requiring additional support for their unit of study prior to and post the census date.
2. Each unit outline clearly outlines the assessment requirements for that unit, and the minimum requirements for a student to successfully complete that unit of study.
3. Throughout a study period, ACHW makes available academic and non-academic, to its students with additional support available to students identified as at risk in accordance with its Domestic Student Support Framework.
4. ACHW provides support services and mechanisms that are age and culturally appropriate, with consideration to access and equity, including students who have experienced traumatic events. In line with its Student Access and Equity Policy.
5. Students are provided with reasonable opportunity to consult with Facilitators and discuss their progress in each unit of study, including feedback on assessment, in accordance with the Student Consultation Policy.
6. Academic Learning Advisors are available for students to seek advice on their individual study plans and discuss their rate of progress through their course of study.
7. Student Support staff are available for students for non-academic matters impacting their studies, including referrals to parents or guardians for students under the age of 18 and to available support services.
8. Students are able to check their academic results at the end of each study period. Students may decide to provide parental/guardian access to these. The transcript identifies the units that the student has completed.
9. ACHW proactively seeks to identify students who may be at risk of not completing a unit of study and meeting course requirements. Processes are in place to identify at-risk students from pre-enrolment up to and including re-enrolment in each subsequent study period.
10. Where a student is identified as being at risk of not completing a unit of study and meeting course requirements, the student is counselled and may require a support plan that is approved by a parent or guardian for students under 18 years of age.
11. The Support Plan is established based on the individual needs of a student and in consultation with the student and outlines appropriate support and academic adjustment arrangements as required.

12. Where a student believes they need additional assistance they are encouraged to discuss their needs with an Academic Learning Advisor or other ACHW staff member and their parent or guardian if applicable.
13. ACHW monitors the effectiveness of its support services and intervention strategies through regular analysis of student performance and feedback. The analysis identifies and identifies adjustments to meet demand and informs improvements.
14. ACHW makes information available on the support services offered on its website and to each individual student.
15. ACHW reviews this policy and accompanying procedure on an annual basis to ensure it remains fit for purpose and that it is applied faithfully and fairly.
16. ACHW reports information on its support of students to the Department of Education and ensures data is de-identified and handled in accordance with the ACHW [Privacy of Student Information and Records Policy](#). Refer to Annexure A: SUPPORT FOR STUDENTS REPORTING REQUIREMENTS.

## 4.0 DEFINITIONS

- **At-risk student** - A student who has not met (or is at risk of not meeting) course progress requirements.
- **Assessment Review Committee (ARC)** - A Committee chaired by the Registrar, convened to review student results.
- **Census Date**- the date within each study period by which a student's enrolment must be finalised for a unit, and when applicable fees and charges are incurred. It is the last date that a student can withdraw from a unit and have it deleted from their academic record, and the last date to withdraw without incurring fees for the unit and an academic penalty. It is also the deadline for various financial requirements, including submission of requests for FEE-HELP Assistance.
- **HESA Act**- refers to the Higher Education Support Act 2003.
- **HEP Guidelines 2023**- refers to the Higher Education Provider Guidelines 2023.
- **Support Plan** - A formal plan which requires a student who has been identified as being at risk', to meet certain criteria in order to support them to meet course progress requirements.
- **Course of Study** - A qualification in which a student may be enrolled in as a full-time or part-time student.
- **Study Period** - A scheduled period of time (e.g., semester, trimester, term) within a course of study.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Domestic Student Support Framework
- Student Progression and Support Procedure
- Student Diversity and Equity Policy
- Student Consultation Policy
- Assessment Moderation Policy
- Student Complaints and Appeals Policy
- Retention and Success Plan
- Higher Education Support Act 2003
- Higher Education Standards Framework (Threshold Standards) 2021

## 6.0 POLICY OWNERSHIP

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|----------------------|--|
| Policy Owner         | Chief Education Officer Higher Education   |
| Status               | Reviewed on September 2025                 |
| Approval Authority   | ACHW Academic Board                        |
| Date of Approval     | 18 October 2025                            |
| Effective Date       | 22 October 2025                            |
| Implementation Owner | Head of School, ACHW                       |
| Maintenance Owner    | Senior Compliance Manager Higher Education |
| Review Due           | October 2028                               |

## 7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position)       | Amendment Details   |
|---------|---------------------------|------------------------------------|---|
| S8.0    | 10 July 2017              | Head of Compliance / Director ACHW | Initial document review after purchase of MHMHE   |
| S8.1    | 10 March 2020             | Academic Board                     | General review  |
| S8.2    | 1 June 2021               | Academic Board                     | Revised context and purpose<br>Revised scope<br>Revised definitions<br>Added Support Plan<br>Extracted further procedure from policy and added to the procedure |
| S8.3    | 28 November 2023          | Academic Board                     | Embedded requirements on the support for student policy requirement of the HEP Guidelines 2023. Added Annexure A on reporting requirements.                     |
| S8.4    | 13 January 2025           | Executive Director                 | Changes to staffing   |

| Version | Amendment Approval (Date) | Amendment Made By (Position)               | Amendment Details  |
|---------|---------------------------|--|--|
| S8.5    | 18 October 2025           | Senior Compliance Manager Higher Education | Addition of policy statements for under 18-year-old students Minor administrative changes <ul style="list-style-type: none"> <li>• Update to staff titles</li> <li>• Template slightly revised following benchmarking</li> </ul> |

## ANNEXURE A: SUPPORT FOR STUDENTS REPORTING REQUIREMENTS

**Background:** On an annual basis, Institutes of Higher Education approved under the HESA Act must provide a report to the Department of Education on the availability and efficiency of the support services provided to students. The below extract lists the reporting requirements as published by the Department of Education.

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| (a) how the provider is implementing its support for student policy, and how successful the provider has been at implementing that policy.   |
| (b) any opportunities identified by the provider to improve the support for students' policy, and outcomes for students, including information on complaints received from students related to the provider's support for students' policy |
| (c) examples of how the provider's support for students' policy has assisted students in successfully completing the units of study in which they are enrolled.  |
| (d) where the policy can be found on the provider's website.   |
| (e) the number of students identified as requiring support, separated by faculty.  |
| (f) the support provided for students identified in paragraph (e);   |
| (g) the academic progression and outcomes for students identified in paragraph (e);  |
| (h) the academic outcomes for all students.  |
| (i) the HELP loans provided for failed units of study for each student identified in paragraph (e), and the HELP loans provided for failed units of study for all students; and  |
| (j) the number of staff involved in implementing the provider's support for students' policy.  |