EVANTAA INSTITUTE

PROGRESS & COMPLETION

Course Progress

Policy & Procedure

How we monitor your academic progress and support you to stay on track.

VERSION	EFFECTIVE	PROVIDER
4.0	June 2026	RTO 45866 · CRICOS 04025C

1. Purpose

This policy establishes a structured and comprehensive framework for monitoring course progress at Evantaa Institute. It ensures that international students are supported to successfully complete their course within the duration specified on their Confirmation of Enrolment (CoE), while maintaining compliance with student visa requirements. The policy outlines Evantaa Institute's approach to monitoring, recording, and assessing course progress; identifying students at risk of not meeting course progress requirements; implementing timely and appropriate intervention strategies; and managing reporting obligations. This policy supports compliance with the ESOS Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 8) and aligns with the Outcome Standards for Registered Training Organisations 2025 in relation to student support, monitoring, progression and early intervention.

- Evantaa Institute recognises course progress monitoring as a key mechanism to support student success, maintain academic integrity, ensure regulatory compliance and inform continuous improvement.

2. Scope

This policy applies to all international students enrolled at Evantaa Institute and to all staff involved in training delivery, student support, administration and compliance. It applies across all stages of the student lifecycle, including course progress monitoring, identification of at-risk students, intervention, warnings, and reporting.

3. Policy

Completion within Expected Duration Evantaa Institute requires all international students to complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE), ensuring that the duration does not exceed that registered on CRICOS. Evantaa Institute systematically monitors, records, and assesses each student's course progress to ensure timely completion. Course progress and attendance are monitored in accordance with the requirements outlined in the Training and Assessment Strategy. Students are informed of course requirements prior to

- commencement and during orientation. Evantaa Institute is committed to identifying students at risk of not meeting course progress or attendance requirements and providing timely and appropriate support.

Course Progress Course progress monitoring at Evantaa Institute includes both satisfactory and unsatisfactory progress and clearly defines the point at which a student has failed to meet course progress requirements. Course progress requirements are defined in relation to study periods and may include the satisfactory completion of assessment tasks, achieving competency in units of competency, or completing a specified number of units. Evantaa Institute defines one study period as ten (10) weeks and may monitor progress more frequently, including weekly monitoring, to ensure early identification of at-risk students. Course requirements are aligned with the Training and Assessment Strategy and training product requirements to maintain academic integrity. Students are informed of these requirements during orientation, through the Student Handbook, and on the website. Students who do not meet course progress or attendance requirements may risk visa cancellation.

Evantaa Institute uses multiple methods to monitor course progress, including assessment outcomes, participation, engagement and attendance as indicators of student involvement. All records of course progress are maintained in the student file and the Student Management System, and students are required to comply with academic conduct requirements.

Attendance Evantaa Institute does not report students based solely on attendance; however, attendance is monitored weekly as an indicator of student engagement and course progress. Students are expected to participate in training as per their timetables, and reminders are issued when participation is unsatisfactory. Evantaa Institute may initiate intervention strategies at any point where attendance indicates that a student is at risk of not meeting course progress requirements.

Intervention Strategy Evantaa Institute is committed to identifying, notifying and supporting students who are at risk of not meeting course progress requirements. Individualised intervention strategies are developed based on each student's specific needs and include meetings with Student Support staff and/or Trainers and Assessors.

Intervention strategies may include reassessment opportunities, academic support, additional time to complete tasks, supplementary learning activities, counselling, assistance with personal issues, referral to external services, or adjustments to study load. These strategies are documented, implemented and monitored to

- support improved student outcomes, and students are required to actively participate in the agreed intervention strategies.

Extension to Course Duration Extensions to the course duration specified on the CoE are granted only in limited circumstances permitted by regulatory requirements. These include compassionate or compelling circumstances supported by evidence, inability to offer prerequisite units, delays in obtaining a student visa, compliance with an intervention strategy, or approved deferral or

suspension of studies. Any variation to course duration is recorded and reported via PRISMS where required. All variations, including reasons, are documented in the student file, and students are advised to contact the Department of Home Affairs regarding any potential impact on their visa.

Reporting Students Where a student demonstrates unsatisfactory course progress despite intervention, Evantaa Institute will initiate reporting in accordance with ESOS requirements.

Students are issued a Notice of Intention to Report (NOI) outlining the reasons for the decision and are provided with twenty (20) working days to access the Complaints and Appeals process. Students are not reported while an appeal is in progress if lodged within the required timeframe. Evantaa Institute will only report students via PRISMS when appeals have been completed and support the decision, when no appeal is lodged within the timeframe, or when the student withdraws from the process. All documentation, including intervention strategies, warning letters and NOI, is retained in the student file.

4. Procedures

1 Monitoring Course Progress

Trainers and Assessors must continuously monitor course progress through assessment outcomes, participation in training, engagement in learning activities and attendance records.

A student is identified as at risk when they are deemed competent in less than 50% of the total number of units assessed in a study period (10 weeks).

Trainers and Assessors must notify Administration/Student Support staff within 5 working days of identifying a student at risk.

Administration/Student Support staff must ensure all course progress data, evidence and communications are recorded in the Student Management System and the student's file.

2 Stage 1 – First Warning and Intervention

Administration/Student Support staff must issue a First Warning Letter within 5 working days of identifying unsatisfactory course progress.

Trainers/Assessors and Student Support staff must meet the student within 5 working days of the warning to discuss performance and identify contributing factors.

An Individual Intervention Strategy must be developed, documented using the appropriate form, signed by the student and retained in the student's file.

The intervention strategy must clearly outline required actions, timelines and support measures.

Students must be informed that continued unsatisfactory progress will result in further escalation.

3 Monitoring Following Stage 1

Trainers and Assessors must monitor the student's progress over the next 2–4 weeks or next study period milestone.

Administration/Student Support Staff must review the effectiveness of the intervention strategy and update it where required.

Additional academic or personal support must be provided where necessary.

Administration/Student Support staff must document all updates, communications and outcomes in the student file.

Students must be provided with a reasonable opportunity to demonstrate improved course progress.

4 Stage 2 – Second Warning and Intervention

Administration/Student Support Staff must issue a Second Warning Letter within 5 working days of continued unsatisfactory progress.

Trainers/Assessors and Student Support staff must meet the student within 5 working days to review performance and identify ongoing issues.

The Intervention Strategy must be reviewed, updated and re-signed by the student.

Students must be clearly advised that failure to improve will result in a Notice of Intention to Report.

5 Monitoring Following Stage 2

Trainers and Assessors must monitor progress for a further 2–4 weeks (final monitoring period).

Student Support staff must provide intensified support and review progress regularly.

Administration/Student Support Staff must ensure all monitoring activities, communications and outcomes are documented.

Students must be provided with a final reasonable opportunity to demonstrate satisfactory progress.

6 Notice of Intention to Report

Administration staff must issue a Notice of Intention to Report where no improvement is demonstrated.

The notice of intention to report must:

- be issued to the student's registered email address;
- clearly outline the reasons for the decision;
- provide the student with 20 working days to lodge an appeal.
- Students must continue attending classes during the appeal process.
- Copies of the notice and all supporting documentation must be retained in the student file.

7 Reporting via PRISMS

Administration/Student Support Staff must report the student via PRISMS where:

- the appeal period expires without an appeal;
- the appeal is unsuccessful;
- the student withdraws from the appeals process.
- All reporting documentation must be retained in the student file.

8 Attendance Monitoring

Trainers must record attendance weekly using the approved attendance system and submit records to Student Support staff.

Administration/Student Support Staff must review attendance records to identify students at risk.

Attendance is used as an indicator of engagement and course progress, but is not reported independently.

5. Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

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Version	4.0 (Rebranded and reissued under Evantaa Institute)
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