

Supporting VET students to attain their education goals Policy and Procedure

1. PURPOSE

- 1.1 The purpose of this policy and procedure is detail JMC Academy's systematic approach to supporting students enrolled in any of its training products to achieve their education goals.

2. SCOPE

- 2.1 The policy and procedure applies to all VET students, Campus Managers, the Supervisor/Trainer and Assessor, trainers and assessors, Student Services, Academic Support, Librarians and Counsellors.

3. DEFINITIONS

For definitions not provided here, please refer to the JMC Academy Glossary.

4. POLICY

- 4.1 JMC Academy regularly monitors the academic performance of its VET students as well as paying attention to their pastoral needs.
- 4.2 Given the small class sizes, the amount of time spent on campus participating in face to face classes and independent study on campus, JMC Academy's trainers and assessors have sufficient opportunity when working with students to ascertain if and what support is required.
- 4.3 Should the trainer or assessor determine that an intervention is warranted, the following procedure can be followed.

5. PROCEDURE

5.1 Academic Support

Where a student is struggling academically, the following options are in place (as for all JMC Academy students):

- 5.1.1 The trainer/assessor can schedule time with the student to address student's issues, or
- 5.1.2 The trainer/assessor can schedule a time for the student to meet with Academic Support, either as a one-off or on an ongoing basis, to have Academic Support work with the student on addressing their issues.

5.2 The Study Plan

This is support and help offered to a student through a structured plan without having to sign a formal agreement. The plan can contain any compilation of the support and interventions strategies available at JMC Academy and it is tailored made to student's needs.

5.3 The Learning Agreement

This is support and help offered to a student through a formal and structured plan that student is required to sign and adhere to in order to have the best chance to successfully complete their studies. The contract can contain any compilation of the support and interventions strategies available at JMC Academy and it is tailored made to student's needs.

5.4 Not Yet Competent

Where a student has been assessed as not yet competent for an assessment task, then the trainer and assessor must follow the guidelines provided in the Assessment Tasks Instructions to manage any resubmission process.

5.5 Pastoral Care

As for academic support, when a student is identified as a low performer (on any day, at any time), the trainer and assessor can:

- 5.5.1 Take that student aside and with the student determine what actions can be taken, including for example:
 - 5.5.1.1 Making an appointment with the counsellor
 - 5.5.1.2 Arranging for 'time out'
 - 5.5.1.3 Ask the Campus Manager for assistance.

6. COMPLAINTS and APPEALS

JMC Academy RTO students and staff may access the Grievance Handling Policy to appeal against any decisions made under this Policy.

7. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Supervisor/Trainers Assessor
- Campus Managers
- Student Services
- Academic Support Officers
- Librarians
- Counsellors

8. RELATED DOCUMENTS

- Monitoring Students Progression (VET) Guidelines
- JMC RTO Policy and Procedure Assessment Management
- Student Handbook CUA31015 CERT III SCREEN AND MEDIA V2.1
- JMC Academy Glossary

9. RELATED LEGISLATION

This Policy supports JMC Academy RTO's compliance with the following legislation:

- Standards for Registered Training Organisations (RTOs) 2015 (Cth)
- Data Provision Requirements 2012
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for NVR Registered Training Organisations 2012 (Cth)

10. POLICY REVIEW DATE

10th September, 2022

11. VERSION CONTROL

Title	<i>Supporting VET students to attain their education goals Policy and Procedure</i>			
Maintained By	CEO and Director of Education			
Approving Authority	CEO			
Approved Date	05/06/2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
2.0	S Stanford	Ensure currency; review and update	28/05/2020	Approved