

AD1 College – Learner no-progress Policy

Purpose:

The Learner No Progress Policy outlines the steps required to allow open discussions and consultation between all parties to reach individually tailored outcomes for the Learner to continue on their education pathway with AD1 College.

Stage 1: Assessment Tasks Behind:

Scenario/s	<ul style="list-style-type: none"> - Learner behind with assessment tasks and/or - Learner non - attendance
Consultation	<ul style="list-style-type: none"> - Informal discussion between Trainer and Learner by face to face, telephone or email. - All unsuccessful contact attempts to be detailed & recorded - Identify reasons and solutions - Agree on Progress Action Plan
Action Plan	<ul style="list-style-type: none"> - Progress Action Plan detailed in AD1 File Note in Learning Management System - Trainer / College to monitor progress and agreed milestones - (with copy to Job Network Provider of non -attendance if applicable)

Stage 2: Learner Absent / No Attendance /No Progress for 2 weeks

Scenario/s	<ul style="list-style-type: none"> - No Learner progress or assessment tasks for 2 weeks and/or - Learner non-attendance / contact with College for 2 weeks
Consultation	<ul style="list-style-type: none"> - Formal documented discussion between Trainer and Learner by face to face, telephone, email - All unsuccessful contact attempts to be detailed & recorded - Identify reasons and solutions - Agree on Progress Action Plan
Action Plan	<ul style="list-style-type: none"> - Progress Action Plan detailed in AD1 File Note in Learning Management System (including relevant documentation) - Trainer / College to monitor progress and agreed milestones - (with copy to Job Network Provider if applicable)

Stage 3: Learner Absent / No Attendance /No Progress for 1 month

WARNING LETTER ONE

Scenario/s	<ul style="list-style-type: none"> - No Learner progress or assessment tasks for 4 weeks and/or - Learner non-attendance / contact with College for 4 weeks
Consultation	<ul style="list-style-type: none"> - Learner sent formal correspondence to attend a meeting at College to discuss progress (with copy to Job Network Provider if applicable) - Formal documented discussion / meeting between Trainer and Learner by face to face, telephone, email - All unsuccessful contact attempts to be detailed & recorded - Identify reasons and solutions - Agree on Progress Action Plan
Action Plan	<ul style="list-style-type: none"> - Progress Action Plan detailed in AD1 File Note in Learning Management System (including relevant documentation) - Trainer / College to monitor progress and agreed milestones (with copy to Job Network Provider if applicable)

Stage 4 : Learner Absent / No Attendance /No Progress for 2 months

WARNING LETTER TWO

Scenario/s	<ul style="list-style-type: none"> - No Learner progress or assessment tasks for 8 weeks and/or - Learner non-attendance / contact with College for 8 weeks
Consultation	<ul style="list-style-type: none"> - Learner sent formal correspondence to attend a meeting at College with College Manager & Academic Manager to discuss progress (with copy to Job Network Provider if applicable) - Formal documented discussion / meeting with Learner by face to face, telephone, email - All unsuccessful contact attempts to be detailed & recorded - Review Warning Letter One - Identify reasons and solutions - Agree on Progress Action Plan
Action Plan	<ul style="list-style-type: none"> - Progress Action Plan detailed in AD1 File Note in Learning Management System (including relevant documentation) - Trainer / College to monitor progress and agreed milestones (with copy to Job Network Provider if applicable)

Stage 5: Learner Absent / No Attendance /No Progress for 3 months (End of first Census)

WARNING LETTER THREE

Scenario/s	<ul style="list-style-type: none"> - No Learner progress or assessment tasks for 12 weeks and/or - Learner non-attendance / contact with College for 12 weeks
Consultation	<ul style="list-style-type: none"> - Learner sent formal registered post correspondence outlining Warning Letter Three - Intention to Cancel Course (with electronic copy sent to Job Network Provider if applicable) - Learner (and support person) to attend a meeting with Principal or authorised AD1 College representative, to outline intention to cancel due to “No Progress” progress (with copy to Job Network Provider if applicable) - Formal documented meeting - All unsuccessful contact attempts to be detailed & recorded - Review Warning Letter Two - Identify reasons and solutions - Agree on Progress Action Plan
Action Plan	<ul style="list-style-type: none"> - Progress Action Plan detailed in AD1 File Note in Learning Management System (including relevant documentation) - Trainer / College to monitor progress and agreed milestones (with copy to Job Network Provider if applicable) - Intention to cancel Course in line with NSW Smart & Skilled Guidelines

Stage 6: Learner Course Cancellation (End of first Census)

- Follows NSW Smart & Skilled Cancellation procedures.

ATTACHMENT 1: PROGRESS LETTER 1 – Example

Dear [LEARNER],

I am writing to you to discuss your (insert course name).

We have not received any Assessment Tasks nor seen any progress over the past two weeks.

V1 Classroom Based:

AD1 College is concerned because you have not been attending the lessons, nor have you been submitting Assessment Tasks to meet your timetable.

V2 Self Paced:

AD1 College is concerned because we have seen any progress in your Course Assessment Tasks, nor had any contact with you.

AD1 College understands that at times our personal circumstances can change, therefore we can look at tailoring your studies to your specific needs including:

- Attending Classroom based workshops
- Scheduling in one on one tutorial support
- Changing to self-paced Independent Study
- Using telephone and email tutorial support
- Identify other options to meet your personal needs

Please contact the College as soon as possible so that we can discuss options to best support your studies.

Regards

[INSERT TRAINER NAME]