Student at Risk Policy

Policy number	RTOPO28	Version	1.1
Drafted by	Sally Wynd	Approved by Board on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Purpose

Eagles RAPS Inc. is committed to supporting its students who are 'at risk'. This policy outlines Eagles RAPS Inc. commitment to support students to achieve their highest academic potential.

This policy also provides evidence of compliance with the *National Standards for Registered Training Organisation (RTOs) 2015*, Standard 1.7 "The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses."

This Policy should be read in conjunction with the Student Misconduct Policy.

Scope

This Policy applies to all areas, staff and students.

Policy

A student is considered to be 'at risk' if they are, or appear to be in a position where they may not complete their course/studies, or may not complete their course/studies within the required timeframe.

This Policy addresses factors that may cause a student to be 'at risk' and strategies as to how Eagles RAPS Inc. should respond to support and assist the student, ensuring a positive outcome.

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer
DATE: 27 March 2018

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Procedure

Responsibilities

- The Service Manager is responsible for:

    o Ensuring this policy is accessible to staff and students;
    o Ensuring implementation of this policy;
    o Monitoring this policy and amending the policy when required;
    o Establish a communication process between students and Eagles RAPS Inc. that is open, fair and confidential in Student at Risk matters;

- The Coordinator is responsible for:

    o Identifying Students at Risk;
    o Entering notifications of a Student at Risk;
    o Maintaining privacy and confidentiality to the student;
    o Planning support and assistance strategies for the student;
    o Implementing support and assistance strategies for the student;
    o Recording matters of Students at Risk on a timely basis;
    o Reviewing notifications of Students at Risk;
    o Monitoring the progress of a Student at Risk;
    o Ceasing support strategies where appropriate.

- Students are responsible for:

    o Being aware of this policy;
    o Responding accordingly to this policy;
    o Advising the Coordinator or Service Manager if they feel they may be 'at risk'.
    o Participating fully in supportive actions recommended by the Service Manager or Coordinator

Risk Factors

There are many factors that may contribute to a student disengaging from their studies and being 'at risk'. These include:

- Family factors;
- Community factors;
- Personal factors;
- RTO related factors.

Indicators

A student who is 'at risk' may display behaviours which are indicators that they are disengaged and 'at risk'. They include but are not limited to:

- Erratic attendance or non-attendance;
- Lack of interest in studies;
- Negative interaction with staff and/or peers;
- Significant changes in behaviour;

- Demonstrated difficulty in completing classwork or assessments;
- Demonstrated difficulty in communicating with staff and/or peers
- A student record showing provisional enrolment or pattern of deferral;
- A student record showing over-enrolment
- A student record showing repeated variation of enrolment into other courses of study;
- NYC in two or more units of study within one teaching period;
- NYC in one or more 'high stakes' unit of study within one teaching period;
- Failure to attend assessments;
- NYC in the same unit of study more than once;
- Failure to progress at a rate that is the minimum requirement;
- Poor performance in LLN assessments.

Identification

A student who has been identified as being 'at risk' should be identified to the Service Manager or Coordinator at the earliest possible moment.

The Service Manager will also perform several risk assessments on student performance to identify students at risk:

- Attendance;
- Non-submission of assessments;
- NYC in any unit of study.

Response

Once the student has been identified as 'at risk', the Service Manager and/or the Coordinator implement support actions to assist the student. These options include but are not limited to:

- Appointing a buddy or mentor
- Access to equipment and/or resources
- Providing study skills tuition;
- Recommending external services for LLN proficiency;
- Supporting a student's culture;
- Recommending course alternatives;
- Reduction of study/course load where practicable;
- Flexible learning;
- Developing in-class strategies to suit needs;
- Assessment extensions if appropriate;
- Counselling;
- Reasonable adjustments.

Related Documents

- Academic Progression Policy
- Complaints and Appeals Policy
- Student Code of Conduct
- Student Misconduct Policy

- Assessment Policy

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer
DATE: 27 March 2018

Revision History

Revision	Date	Description of Modifications
1	23/10/22	Change Education Programs Manager to Coordinator
2		
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