



VCE Course Progress Monitoring Policy and Procedures

1. Purpose

Monitoring VCE course progress is essential to ensure students meet academic requirements and complete their studies within the expected duration. Acknowledge Education / Stott's College (the College) is required to have documented processes to monitor, record, and assess student progress in order to identify and support students at risk of unsatisfactory performance, in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

This Policy and Procedures support compliance with National Code Standard 8 by establishing clear, consistent, and documented processes for course progress monitoring, early intervention, and appropriate action where progress or attendance is unsatisfactory. In the context of VCE delivery, this Policy promotes academic integrity, student wellbeing, and fair decision-making while meeting regulatory and VCAA obligations.

2. Scope

This Policy and Procedures apply to:

- All VCE students (including international students);
- All College staff involved in VCE delivery, assessment, academic administration, and student support.

3. Regulatory Context

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) – Standard 8 – Overseas Student Visa Requirements

4. Policy

4.1 Student Responsibilities and Course Requirements

4.1.1 Students are informed before commencement and at the start of each semester (study period) of the requirements to achieve satisfactory course progress, maintain satisfactory attendance, and complete the course within the expected duration.

4.1.2 Students are responsible for their own learning and behaviour and must comply with college requirements relating to attendance, punctuality, assessment submission, academic integrity, and participation.

4.1.3 Students must complete the course within the expected duration specified on their

Confirmation of Enrolment (CoE). The expected duration must not exceed the CRICOS-registered course duration.

4.1.4 To be awarded the Victorian Certificate of Education (VCE), students must successfully complete a minimum of 16 units, including:

- At least three (3) sequences of Unit 3 and Unit 4 subjects; and
- Three (3) units from the English subject group, including Unit 3 and Unit 4.

4.2 Satisfactory Subject and Course Progress

4.2.1 Satisfactory subject performance occurs when a student meets all requirements to receive an “S” (Satisfactory) outcome for a unit, in accordance with the learning outcomes stipulated by the relevant [VCAA Study Design](#).

4.2.2 A student is identified as at risk of non-completion of a subject where they receive an “N” (Non-Satisfactory) outcome for VCE SACs (School-Assessed Coursework) and SATs (School-Assessed Tasks) which are VCAA-mandated internal assessments.

4.2.3 Satisfactory course progress is achieved where a:

- Year 11 student successfully completes 50% or more of the total number of units (6 units) in which they are enrolled in a compulsory study period (semester); including one (1) unit from the English subject group; and
- Year 12 student successfully completes 100% of the total number of units (10 units) in which they are enrolled in a compulsory study period (year), including two (2) units from the English subject group.

4.2.4 A Year 11 student is identified as making non-satisfactory academic progress where they obtain an “N” (Non-satisfactory) unit outcome of more than 50% of enrolled units in a compulsory study period (semester); including obtaining an “N” in all units from the English subject group.

4.2.4 A Year 12 student is identified as making non-satisfactory academic progress where they obtain an “N” (Non-satisfactory) unit outcome in any enrolled units in a compulsory study period (year).

4.3 Monitoring and Early Intervention

4.3.1 The College will monitor academic progress using evidence including, but not limited to:

- Assessment and SAC outcomes;
- Missed or late submissions;
- Interim and semester reports;
- Teacher records of participation, engagement, and effort;
- Attendance data.

4.3.2 Course progress is monitored at key points, including:

- Interim reviews at the end of Terms 1 and 3;
- Formal assessment at the end of each semester (Terms 2 and 4).

4.3.3 The VCE Coordinator is responsible for reviewing course progress at the end of each semester and identifying students at risk of not meeting course requirements or completing within the expected duration.

4.3.4 Students identified as at risk will be offered documented intervention strategies designed to support academic improvement. Parents or guardians of students under 18 years of age will be informed. Refer to **VCE-POL-15 Student Support Policy** for further details about individual education planning and intervention strategies.

4.4 Determination of Non-Satisfactory Course Progress

4.4.1 A determination of unsatisfactory course progress is made at the end of a semester where a student does not meet the requirements set out in section 4.2, as confirmed by the VCE Coordinator.

4.4.2 Non-satisfactory course progress or inability to complete within the expected duration occurs where the student will not satisfy VCAA course requirements by the end of Year 12.

4.5 Reporting and Appeals

4.5.1 Where a student is assessed as not meeting satisfactory course progress requirements, the College will notify the student in writing as soon as practicable of:

- Its intention to report the student for a breach of visa conditions.
- The reasons for the intention to report; and
- The student's right to access the College's complaints and appeals process within 20 working days.

4.5.2 Parents or guardians of students under 18 years of age will be notified.

4.5.3 The student's enrolment will be maintained during any internal or external complaints and appeals process.

4.5.4 The College will only report a student via PRISMS in accordance with section 19 of the ESOS Act where:

- Internal and external appeals have been completed and support the College's decision; or
- The student does not access the appeals process within 20 working days; or
- The student withdraws from the appeals process.

4.6 Extension of Course Duration

4.6.1 Study duration will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment (CoE) and where:

- compassionate or compelling circumstances exist, or
- the colleges have implemented, or are in the process of implementing, an intervention strategy for students who are at risk of not meeting satisfactory course progress, including academic counselling or remedial programs, or
- an approved deferral or suspension of study has occurred as set out in the **1.7.1 Deferment Suspension Cancellation and Withdrawal Policy**.

4.6.2 Compassionate or compelling circumstances may include, but are not limited to:

- Serious illness or injury;
- Bereavement of close family members;
- Major political upheaval, pandemic, or natural disaster;
- Traumatic experiences supported by documentary evidence;
- Inability of the College to offer a prerequisite unit.

4.6.3 Where AE extends the duration of the student's enrolment, AE will advise the student and their agent and parent / caregiver to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

4.6.4 The College will only report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports Stott's College, or
- the student has chosen not to access the internal complaints and appeals process within the 20-working day period, or
- the student has chosen not to access the external complaints and appeals process, or
- the student withdraws from the internal or external appeals processes by notifying the College in writing.

4.6.5 The College will report the change to the overseas student's enrolment under section 19 of the ESOS Act as set out in **1.7.1 Deferment Suspension Cancellation and Withdrawal Policy**.

5. Procedures

5.1 Recording and Monitoring Academic Progress

5.1.1 Students are informed of course progress and attendance requirements during orientation and at the commencement of each academic year and semester.

5.1.2 Assessment and record-keeping requirements are governed by the **Student Assessment and Grade Management Policy** and **Student Record Management Policy and Procedures**.

5.1.3 Interim reports are issued at the end of Terms 1 and 3. Semester reports are issued at the end of Terms 2 and 4 to students and to parents or guardians of students under 18.

5.2 Assessment, SACs, and Missed Tasks

5.2.1 Students who miss a scheduled SAC or assessment task, miss a submission deadline, or require reassessment must discuss the matter with the relevant subject teacher. Failure to attend a scheduled SAC or assessment task or not submitting the work by the deadline may mean that the student is in danger of a non-satisfactory unit completion.

5.2.2 The student will need to negotiate to re-sit assessment / resubmit work with the subject teacher. If the subject teacher approves a re-sit/ resubmission, a reassessment time will be organized for students to re-sit the SAC or submit other work requirements. If work performance is acceptable, then a satisfactory learning outcome is achieved.

5.3 Notice of Failure and At-Risk Process

5.3.1 Where a student fails to submit required work by a second deadline or performs at a very poor level, the student may be at risk of receiving an "N" Non-Satisfactory unit outcome.

5.3.2 In these circumstances, the subject teacher will issue a Notice of Failure (At-Risk Letter) outlining:

- The required outstanding work;
- Revised deadlines;
- Mandatory support sessions, where applicable.

5.3.3 Records of Notices of Failure and compliance outcomes are retained in the student file.

5.3.4 Where appropriate, students may be permitted to resubmit or re-sit assessments in accordance with VCAA requirements and subject teacher approval.

5.3.5 Students who do not meet reassessment requirements will be required to attend academic counselling with the VCE Coordinator.

5.4 Intervention Strategies

Intervention strategies may include, but are not limited to:

- Establishment of a Formal Intervention Plan (FIP)
- Academic counselling and progress meetings;
- Supervised study sessions;
- Mandatory support services classes;
- Additional English language or learning support;
- Opportunities for reassessment or resubmission;
- Personal or wellbeing counselling.

Refer to **VCE-POL-15 Student Support Policy** for further details about individual education planning and intervention strategies.

Student participation and compliance with intervention strategies are monitored and documented. Parents or guardians are informed where applicable.

6. Document Information

Document Name	VCE Course Progress Monitoring Policy and Procedures
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Policy Advisor	Head of School
Approving Authority	Board of Directors

7. Change Log

Date	Version	By	Notes
19/02/2026	1.0	Head of Quality & Risk	Newly Created Policy & Procedure