

COURSE PROGRESSION POLICY			
Policy Name	Course Progression Policy		
Policy No	IDO007		
Version Number	V2	Effective Date	01/01/2023
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Assessment Submission Policy IDO009 • Course Extension Policy IDO010 • Assessment Resubmission Policy IDO011 • Assessment Appeal Policy IDO0012 		
Associated Procedures	<ul style="list-style-type: none"> • Progress Check Procedure • Timeframe for enrolling into subsequent units 		
Associated Documentation	<ul style="list-style-type: none"> • Student Handbook • eCampus Course Induction 		
<p>Interior Design Online proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.</p> <p>Interior Design Online will provide timely and proactive support for students in order that they may achieve their academic goals and course outcomes.</p> <p>Course progression is monitored throughout each unit to ensure students have appropriate time to action and complete assessments prior to expiry dates.</p> <p>Students are required to make satisfactory course progression to maintain enrolment in their course.</p> <p>Students are required to observe any additional progression rules relating to their course as specified by the school in the Student Handbook and or on the Student Support page of the website which lists the policies relating to enrolment with Interior Design Online.</p> <p>The Education Manager and General Manager approve the criteria by which students are considered to be making unsatisfactory course progression and approve criteria by which students' enrolments are then cancelled.</p> <p>Students who are identified as making unsatisfactory course progression will be required to discuss options for moving forward including additional support, extensions, deferment, or withdrawal of studies.</p> <p>There are three steps of intervention in the management of course progression. These include:</p> <ul style="list-style-type: none"> • Monthly progress checks • Review of students that have completed a unit of study but have not yet begun the next unit of study • Review and notification of students that have "Not Yet Competent" results for submissions and have not yet resubmitted 			

Progress Check Policy

Both the Interior Design Online Educators and administration team proactively monitor student progression via phone and email using the below progress check schedule.

- 2-month progress check phone calls are made by the Educator to students in units IDO01, IDO02 AND STY01.
- 4-month progress check emails are sent from the Educator to students in units IDO01, IDO02 and STY01.
- 5/6-month progress check emails are sent from the administration team to students in units IDO01 through to IDO011, as well as students in units STY01 through to STY06.
- 2/3-month progress check emails are sent from the administration team to students in accredited short courses.
- 3/6/8-month progress checks are sent to students in the 9-month AutoCAD, SketchUp and Revit short course.
- 2-month progress checks are sent to all other accredited short course students.

Students who do not complete their unit of study or accredited short course or fail to apply for an extension or deferral within 7 days of receiving their final progress check will have their enrolment cancelled and will be required to pay a 50% re-enrolment fee for their current unit or short course to return to their studies.

Failure to enrol into the next unit

Interior Design Online students who are enrolled into accredited career courses are entitled to a three-month gap between units of study. Students do not need to apply for an extension or deferral to receive this break in between units.

The Interior Design Online administration team will contact any students in between units one week before they are due to re-enrol into their next unit. Should the student not re-enrol into the next unit within the timeframe outlined in the email from the administration team, their enrolment with Interior Design Online will be cancelled.

Not Yet Competent Policy

Should a student be deemed 'not yet competent' for an assessment, they will be given an opportunity for a resubmission. The resubmission is due within two weeks of the date of a student's feedback being released on the eCampus for career courses and accredited short courses.

The student will receive written and/or verbal feedback on the original assessment to clearly indicate why the assessment has not achieved competency and what needs to be addressed to then achieve competency. If a student has extenuating circumstances, they will be required to discuss their situation with the IDO Education Manager and due dates may be negotiated. If an assessment resubmission is not submitted by the due date the student may risk being expired and subsequent cancellation of their course.

As per the above policies, the enrolment of students who are considered to be making unsatisfactory course progression will be cancelled unless the student is able to show cause.

Students who wish to show cause can do so in writing to the IDO Education Manager and should include as much relevant information as possible to help Interior Design Online reach a decision including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence
- any remedial action undertaken since the student was notified of unsatisfactory course progression, and
- how the student intends to improve their academic performance if permitted to continue their studies

Version Control Summary			
Version	Date	Author	Details
V2	01/01/2023	Nicole Watts	Timeframes updated