



Student at Risk/Early Intervention Procedure

Policy supported	Student at Risk/Early Intervention Policy
Policy Code	ACA-HE-22
Owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
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Version	2017.2
Related Documents	Assessment Appeal Policy Assessment Appeal Procedure Diversity and Equity Policy Student Assessment Policy Student Assessment Procedure Student Support Framework Student Progression and Exclusion Policy Student Progression and Exclusion Procedure

1. Purpose

This Procedure details the strategies of the Australian Institute of Higher Education Pty Ltd ('the Institute') for optimising the opportunity for, and potential of, all students at the Institute to achieve their academic goals and successfully complete their course.

2. Scope

This Procedure applies to all students at the Institute.

3. Definitions

See the *AIH Glossary of Terms* for definitions.

4. Actions and Responsibilities

4.1 Intervention Strategy

4.1.1 Detection of Students Requiring Early Intervention

A student is classified as potentially at risk of inadequate course progress when it is noted by the lecturer that a student is:

- not attending lectures and/or tutorials regularly; and/or

- not performing adequately in assessment tasks;
- not submitting or achieving a fail mark in the low-risk early assessment task in a unit(s) of study;
- not logging into or subsequently not engaging with the Learning Management System (Moodle) or not accessing the prescribed E-book.

To facilitate early detection of students at risk it is recommended that in week four (4) of a standard semester or week two (2) of an accelerated semester an early assessment task is established to allow early review of student progress and engagement.

4.1.2 Early Intervention Support Strategies

The Executive Dean or delegated nominee will be notified of the academic risk situation through Lecturers, Course Coordinators or Student Services. Academic staff, Student Services or a nominated delegate will contact the student and counsel them to either:

- attend academic skills sessions;
- attend language support sessions;
- attend additional lectures, workshops, or other educational forums;
- attend counselling or obtain referral to other support services;
- review accommodation and other supports;
- seek mentoring;
- revise enrolment patterns, study load or course of enrolment;
- access the Learning Management System (LMS) or the prescribed E-book; or
- a combination of the above.

Students with low attendance will be contacted by Student Services either by text message, email or phone and asked to explain the reason behind the absence. Students will be reminded of their responsibilities and if there are extenuating circumstances for the absence, the student will be advised of support strategies on offer.

4.1.3 Result of Unsatisfactory Course Progress

If the above measures do not result in satisfactory course progress and the student has failed to achieve a minimum pass rate of course requirements, the Institute will implement an intervention strategy in accordance with the ***Student Progression and Exclusion Policy*** and associated Procedure.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Academic Board as at July 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Ms. McCoy	New document	22 February 2017	6 March 2017
2017-2	Registrar	Updated information on attendance monitoring	19 July 2017	20 July 2017