# Summary of CET Student Progress Policy

## Learning Agreement
- **1st Term at CET:** Based on your early assessments and performance in class, your teachers will recommend activities to improve your writing, reading, listening and speaking skills.
- Your Learning Agreement will list extra support classes you can attend or self study you need to do to improve your performance.
- Remember, as a condition of your student visa, you are required to maintain satisfactory progress in your course. **STUDENTS ARE NOTIFIED OF THEIR AT RISK STATUS BEFORE OR BY THE MID-POINT OF THEIR COURSE.**

## 1st Warning (Verbal)
- **End of 2nd Term:** Your teacher will help you review your progress at regular intervals.
- If you are on a Learning Agreement and not making satisfactory progress after completing the activities/tasks in your Learning Agreement, you will be given an "At Risk Level" - **At Risk Stage 1**
- An Education Manager will meet you and you will be given a 1st verbal caution. The CET Progress Policy will be explained to you.*

## 2nd Warning (Final)
- **End of 4th Term:** If you are **At Risk (Stage 1)**, on Learning Agreement, but not making satisfactory progress, your At Risk Level will increase to **At Risk Stage 2**
- An Education Manager will meet you and you will be emailed a Final warning. The CET Progress Policy will be explained to you.

## Intention to Report (ITR)
- **End of 6th Term:** If you are **At Risk (Stage 2)**, on Learning Agreement, but not making satisfactory progress, your At Risk Level will increase to **At Risk Stage 3**
- An Education Manager will meet you and you will be emailed an Intention to Report. You may bring a friend or support person to the meeting.
- You will have 20 working days to access CET's internal appeals process by making an appointment at CET Reception.

## Appeal Unsuccessful
- If your first appeal through CET is unsuccessful, you can access an external appeals process through the NSW Government Ombudsman: - 02 9286 1000 or nswombo@ombo.nsw.gov.au or contact Department of Education and Training: -1300 566 046.
- CET will wait to find out the outcome before any further action.
- If you are unsuccessful through the external appeals process, your CET enrolment is cancelled within 5 working days.

## Appeal successful
- If your appeal is successful due to compassionate and compelling reasons, progress monitoring continues and support is provided.

## 2nd Appeal and ITR
- If after a successful appeal a student At Risk continues to demonstrate unsatisfactory progress, a second Intention to Report is issued.
- There is a limited appeals process.
- The student is reported.

*Students can bring a friend or support person (e.g. CET Counsellor) to meetings with any CET staff member including management.*