## **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 2<sup>nd</sup> 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

- 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.