

FACT SHEET FOR STUDENTS: ATTENDANCE AND COURSE PROGRESSION

Attendance and Course Progression

The College will use the following evidence to ascertain a students' satisfactory progression:

- Frequency of logging into the Learning Management System (LMS Canvas)
- Feedback provided by the lecturer;
- Failure to submit assessment tasks;
- Failure to participate in scheduled class activities through non-attendance;
- Failing assessments
- Unacceptable industry placement performance.

How do I check my class attendance?

You can check your latest class attendance record with the Student Services Team. You can also check your class attendance record via your RTOM Student Portal.

- Log into your Kenvale – RTOM student portal
- Click on Attendance tab.

What are the consequences if I fail to meet the requirements for a satisfactory course progression?

This will lead to intervention strategies and in some instances deferment, suspension or cancellation of enrolment.

When will the College identify students who are at risk of not meeting the satisfactory course progression requirement?

At the end of Weeks 4 and 8 of each Trimester.

What will happen if I am identified to be at risk?

You will receive a warning letter in Week 5 and 9 of the Trimester listing available intervention strategies. You alone are responsible for acting on the intervention strategies available to maximise your chances of success in your studies.

What are the intervention strategies available for me?

- Attending an adult basic education workshop;
- Attending counselling;
- Attending LLN sessions;
- Mentoring;
- Alternative subject or course enrolment;
- Reduction in course load (only for domestic students).
- Deferral of course (for international students only in case of compassionate/compelling circumstances).

What will happen if I fail one or more assessments (including resubmissions)?

At the end of the Trimester, students who have failed will receive an Unsatisfactory Course Progress Warning Letter advising them to repeat the subject(s) they have failed.

FOR INTERNATIONAL STUDENTS ONLY

Why do I need to attend 80% of classes, as a minimum?

For international students, attendance is assessed for compliance purposes at the end of each Trimester. This assessment will take into account 80% attendance of each subject in a Trimester. This is a condition of your Student Visa (condition 8202).

What does condition 8202 of my student visa mean?

This condition states that students must:

- maintain enrolment in a registered course;
- maintain satisfactory attendance in my course and course progress for each study period as required by Kenvale College.

When will an Intention to Report (ITR) be issued by the College?

For international students, an Intention to Report (ITR) will be issued based on 2 situations:

1. A student's progress has been unsatisfactory for two consecutive Trimesters or unsatisfactory when a student is repeating the same subject for the second time, and/or
2. A student does not meet the 80% attendance requirement of each subject in a Trimester.

Will I have the right to appeal against an ITR?

Yes, students will have 20 working days to appeal against the decision as per [Kenvale's Complaints and Appeals policy](#) .