

COURSE COMPLETION

Policy

#02.06

Policy Area:

TEACHING & ASSESSMENT

This is a statement of the Academy of Film, Theatre & Television's (AFTT) policy relating to progression during, and completion of our vocational education and training (VET) courses.

AFTT delivers the filmmaking, acting and musical theatre courses over four semesters, called Tiers, of 18-20 weeks each. The stage management course is delivered over three Tiers, with students receiving intensive supervised work experience on internally and externally-staged AFTT productions and industry secondments.

In each course and Tier, you will meet the learning and assessment requirements of the units of **competency relevant to your course's qualification**. The AFTT delivery framework clusters relevant units, either fully or partially, into industry-based disciplines and subjects to create an integrated learning and assessment experience reflecting current industry practice.

Every Tier has a defined study program, usually comprised of four or more subjects. A Tier's **study program is timetabled with specific** training activities; and assessment projects/events to enable you to learn and achieve competence through applied demonstration of the required skills and knowledge.

AFTT's holistic assessment model provides you with an industry simulated environment for the practical demonstration of competence during the various production stages of one or more screen/ theatre Tier projects. Other assessment tasks/events may be scheduled during a Tier to ensure that all assessment requirements for each subject of the study program are being fulfilled. Refer to your Tier Assessment Plan (Tutor, Course Manager) and the *AFTT Student Handbook (on website)*.

AFTT helps students who experience difficulties with learning, assessment or personal matters by providing learner and welfare support services. For details, refer to the *AFTT Student Handbook and Learner Support Policy #02.02* (on website).

1. Tier / Course Completion and Progression Requirements

For successful Tier completion and progression, and finally course completion, students must meet the following three criteria each Tier:

- Satisfactory performance in all Tier Projects, and any additional assessment events specified in the Tier Assessment Plan; and
- All Tier assessment requirements must be finalised according to the project/event deadline; and no later than the semester end date; and
- Achievement of an 80% attendance rate for each subject.

Students who meet all course completion requirements will graduate with a qualification nationally recognised under the *Australian Qualifications Framework* (AQF, www.aqf.edu.au). For partial completion of Tier 4, students will receive a Statement of Attainment for the units of competency gained during Tiers 1-4.

2. AFTT Assessment Requirements for Tier Completion

Assessment is the process of collecting evidence during your Tier project work and making judgements on whether competency has been achieved to confirm that you can perform to the standard expected in the workplace, as expressed by the relevant units of competency comprising your qualification.

Current, sufficient (in quantity and quality) evidence of your performance must be collected for every task to allow for a valid assessment judgement by a qualified Assessor (your Tutor).

If you experience any concerns with an assessment, please see your Tutor or the Course Manager before an issue escalates, so any required information and/or support may be arranged. For more detail, see section 5 of the *Student Handbook*.

You will be assessed as 'Satisfactory' or 'Not Satisfactory' in each of the assessment criteria for every task. If deemed 'Not Satisfactory', you will have the opportunity to discuss feedback with your Tutor who will arrange an opportunity for re-assessment. Only one re-sit is allowed for a task.

If you fail to attempt a practical assessment task or submit written documentation on, or by the due date, the following consequences will apply:

1. The assessment will be recorded as Not Satisfactory.
2. You may "re-sit", **forfeiting your** second assessment opportunity.
3. "Incomplete" will be recorded as a result of ill health (Doctor's Certificate is needed upon return) and a re-sit will be arranged by the Tutor or Course Manager.

Some assessments, for example in performance-based subjects, cannot be duplicated in a Tier. Students who miss a performance assessment task due to illness **must present a Doctor's Certificate** to Reception upon return to school. Other legitimate extenuating circumstances will also require the student to submit third party evidence of absence from a reasonable authority. These situations will be dealt with on a case-by-case basis.

If you receive a 'Not Satisfactory' result for an assessment re-sit, you will be deemed 'Not Yet Competent' (NYC) in the related Tier unit of competency. Your Tutor will immediately notify the Course Manager who will arrange to meet with you to discuss the situation. **Because of AFTT's** holistic training and assessment program, you will not be able to progress to the next Tier until you achieve competence in all the prior Tier assessment requirements.

You may appeal an assessment result if you dispute your result. Initially, attempt to resolve the grievance informally by speaking directly with the Tutor concerned, Course Manager or Compliance Manager. If the matter remains unresolved, you should follow the procedure in *Policy #06.07 Complaints and Appeals* (on website).

You will be able to repeat one or more subjects in the following semester. Subject tuition fees will be charged at a pro-rata rate.

Progress through a course is not automatic and your place can be terminated if it is evident that insufficient progress is being made or that you will not benefit from further study.

3. AFTT Attendance Requirements for Tier Completion

AFTT treats class and production attendance as an important element of your Tier and course completion because our industry demands reliability, punctuality and respect from each cast and crew member collaborating on a production.

In order to progress satisfactorily through each Tier of an AFTT course, you must maintain an 80% attendance rate for every Tier subject.

Your attendance for all classes and activities, both on and off-site, is recorded, monitored and managed according to this Policy and *AFTT Attendance Procedure*. Student attendance records are maintained by Reception using class rolls, which are taken at the start and end of every class/ activity, both on and off-site.

Note: You are also required to sign in and out at Reception when you arrive and leave each day, for workplace health and safety purposes in case of an emergency.

If you believe there are legitimate extenuating circumstances requiring you to take time away from a scheduled class, you may submit a Leave Form to your Course Manager for consideration. Approval is not automatically granted but will be negotiated on a case-by-case basis. The Form is available at Reception.

An early warning system is instigated when your attendance rate falls below 85%, so that any impacting learning or personal difficulties may be discussed and where possible, addressed through academic or counselling support in accordance with the *Learner Support Policy #02.02*.

You will be emailed an *Attendance Alert Notice* with a request to attend a Professional Conduct Meeting with the Administration Co-ordinator and/or delegate, to discuss the reasons for your absences and any learning, counselling or other support you may require.

If attendance falls below 80%, you will be emailed an *Unsatisfactory Attendance Notice* requesting a meeting with the Course Manager to agree on a formal intervention strategy. At this point, Film students will also receive notification that their budget for the next funded film project (same or next Tier) will be reduced by 50%.

If a second *Unsatisfactory Attendance Notice* is issued to you during that same Tier, then you must meet with the Campus Manager to negotiate Tier and course completion.

4. AFTT Attendance Procedure

4.1 Roll marking

- Tutors will collect, mark and return their class rolls daily to Reception.
- Tutors working away from Holt St (Dance Central, theatre etc.) will email their class roll to Reception daily.
- Tutors will close the door promptly at class start time and mark the roll as they verbally note the students who are present (✓). After 10 minutes, Tutors will again open the door and allow in any late comers (without negotiation) but record them on the roll as being late (L).

- Two lates are counted as one absence (2L = 1A).
- If students arrive more than 10 minutes after the allocated class start time, they will be marked as absent (A), but will be allowed to join the class at the Tutor's discretion (without negotiation) if it is not too disruptive to the work. For performance classes, students will need to complete their own warm-up before joining the group on the floor.
- The same conditions apply to the end of class. If students leave in the last 10 minutes, the Tutor will revise their roll entry to late, or absent if departure is more than 10 minutes early.
- Students seeking to, or attending medical appointments or auditions during class time will not receive approval (no negotiation) and will be marked absent. It is noted that students have one day off per week for personal matters. In the case of an audition, a video may be submitted.

4.2 Record-keeping

- From the class rolls, Reception maintains an ongoing record of student attendance that is monitored regularly.
- *Attendance Alert Notices* are emailed fortnightly to any student whose attendance rate has dropped below 85% or who has been absent for more than five (5) consecutive days without approval. This requires the student to meet with the Administration Co-ordinator or delegate, to discuss the reasons and to determine if support may be required, for instance, learning assistance, counselling, etc. (Refer *Learner Support Policy #02.02*)
- A student who does not address their attendance satisfactorily within the agreed period, will be emailed an *Unsatisfactory Attendance Notice* to meet with the Course Manager and will be placed on a Professional Conduct Plan with consequences that may impact Tier progression.
- If a second *Unsatisfactory Attendance Notice* is issued to the student during that same Tier, then they must meet with the Campus Manager to negotiate Tier and course completion.

5. Positions Responsible

- Trainers and Assessors (Tutors)
- Administration Assistant
- Coordinator Co-ordinator
- Course Managers
- Compliance Manager
- Campus Manager
- Chief Executive Officer

6. Standards Alignment

AFTT complies with the following RTO Standards through implementation of this policy:

6.1 Standards for Registered Training Organisation (RTOs) 2015

- Standard 1.7: The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the

training product as specified in training packages or VET accredited courses.

- Standard 1.8: The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):
 - b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1
- Standard 3.1: The RTO issues AOF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.
- Standard 5.2: Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:
 - b) the training and assessment, and related educational and support services the RTO will provide to the learner
 - e) the learner's obligations:
 - ii) any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product;
- Standard 6.2: The RTO has an appeals policy to manage requests for a review of decisions, including assessment decisions, made by the RTO or a third party providing services on the RTO's behalf.

6.2 ESOS National Code Part D

- Standard 6.1: The registered provider must assist students to adjust to study and life in Australia, including through the provision of an age and culturally appropriate orientation programme that includes information about:
 - f) any student visa condition relating to course progress and/or attendance as appropriate.
- Standard 6.2: The registered provider must provide the opportunity for students to participate in services or provide access to services designed to assist students in meeting course requirements and maintaining their attendance.
- Standard 6.3: The registered provider must provide the opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and attendance requirements and accommodation issues. These services must be provided at no additional cost to the student. If the registered provider refers the student to external support services, the registered provider must not charge for the referral.
- Standard 6.7: The registered provider must ensure that its staff members who interact directly with students are aware of the registered provider's obligations under the ESOS framework and the potential implications for students arising from the exercise of these obligations.

- Standard 9.1: The registered provider must have and implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE.
- Standard 9.2: The registered provider may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:
 - a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
 - b) the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
 - c) an approved deferment or suspension of study has been granted under Standard 13
- Standard 9.3: Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with 9.2, the registered provider is to record this variation and the reasons for it on the student file. The registered provider must correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.
- Standard 10.1: The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.
- Standard 10.4: The registered provider must have a documented intervention strategy, which must be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. The strategy must specify:
 - a) procedures for contacting and counselling identified students
 - b) strategies to assist identified students to achieve satisfactory course progress, and
 - c) the process by which the intervention strategy is activated.
- Standard 10.5: The registered provider must implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.
- Standard 10.6: Where the registered provider has assessed the student as not achieving satisfactory course progress, the registered provider must notify the student in writing of its intention to report the student for not achieving satisfactory course progress.

The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.

- Standard 11.3: For the courses identified in 11.1, the registered provider must have and implement appropriate documented attendance policies and procedures for each course which must be provided to staff and students that specify the:
 - a) requirements for achieving satisfactory attendance, which at a minimum, requires overseas students to attend at least 80 per cent of the scheduled course contact hours
 - b) manner in which attendance and absences are recorded and calculated
 - c) process for assessing satisfactory attendance
 - d) process for determining the point at which the student has failed to meet satisfactory attendance, and
 - e) procedure for notifying students that they have failed to meet satisfactory attendance requirements.
- Standard 11.4: For the courses identified in 11.1, the registered provider's attendance policies and procedures must identify the process for contacting and counselling students who have been absent for more than five consecutive days without approval or where the student is at risk of not attending for at least 80 per cent of the scheduled course contact hours for the course in which he or she is enrolled (i.e. before the student's attendance drops below 80 per cent).
- Standard 11.5: For the courses identified in 11.1, the registered provider must regularly assess the attendance of the student in accordance with the registered provider's attendance policies and procedures
- Standard 11.6: Where the registered provider has assessed the student as not achieving satisfactory attendance for the courses identified in 11.1, the registered provider must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.
- Standard 13.2: The registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:
 - a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
 - b) misbehaviour by the student.

7. Approval

This policy was approved by the CEO on 14 March 2016.