

# National Academy of Professional Studies (NAPS)

## Student at Risk: Early Intervention Procedure

<b>Related documents</b>	SS001 Student Grievance and Academic Appeals Policy SS000 Student Handbook HR028 Employee Handbook A004 Assessment Policy HR002 Access and Equity Policy SS013 Student Progression and Exclusion Policy SS014 Student Progression and Exclusion Procedure SS012F Students at Risk Referral Form SS012R Students at Risk Referral Register SS0019 Student Code of Conduct
<b>HE Standards Framework 2015</b>	1.3 Orientation and Progression 2.2 Diversity and Equity 3.3 Learning Resources and Educational Support

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## 1. Rationale

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The aim of this Policy and the associated Procedure is to optimise the opportunity for all students at NAPS to achieve their academic goals, reach their potential and successfully complete their course.

## 2. Overview

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This Procedure applies to all students at NAPS.

## 3. Definitions

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See NAPS Glossary of Terms for definitions.

## 4. Actions and Responsibilities

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### 4.1 Focus on High Level of Student Engagement

NAPS is committed to achieving a high level of student engagement coupled with high expectations communicated to our students. All lecturers and tutors are required to keep attendance rolls and to develop strategies to promote a high level of student engagement.

### 4.2 Intervention Strategy

#### *4.2.1 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;
- not performing adequately in assessment tasks, which means achieving a fail mark in the required assessment task in a unit(s) of study;
- not submitting assessment tasks; and/or
- not logging into or subsequently not engaging with the Learning Management System (Moodle) or not accessing the prescribed ebook.

#### *4.2.2 Early Intervention Support Strategies*

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

- attend academic skills sessions;
- attend English language support sessions;
- attend additional lectures, seminars, workshops, or other educational fora;
- attend counselling or obtain a referral to other support services;
- review accommodation and other supports;
- seek mentoring;

- revise enrolment patterns, study load or course of enrolment;
- any other strategy, depending upon the circumstances involved; or
- a combination of the above.

#### 4.2.3 Intervention Procedures

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

The Student Services team is required to complete a SS012F Students at Risk Referral Form for any student identified to be at risk. The student also needs to be entered into the SS012R Students at Risk Register.

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, including those outlined in SS0019 Student Code of Conduct, and if there are extenuating circumstances for the absence, the student will be advised of support strategies on offer.

## 5. Result of Unsatisfactory Course Progress

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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, NAPS will implement an intervention strategy in accordance with SS013 Student Progression and Exclusion Policy and SS014 Student Progression and Exclusion Procedure.

## 6. Policy Review

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NAPS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to NAPS' Human Resources Office.

## 7. Further Assistance

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Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required, staff should contact NAPS' Human Resources Office.

## 8. Additional Resources

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TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.3, 22 November 2017: <https://www.teqsa.gov.au/latest-news/publications/guidance-note-staffing-learning-resources-and-educational-support>

TEQSA Guidance Note: Student Wellbeing and Safety, Version 1.2, 8 January, 2018: <https://www.teqsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety>