



Australian Government
Australian Education International

DEEWR-DIAC COURSE PROGRESS POLICY AND PROCEDURES

FOR CRICOS PROVIDERS OF VET COURSES

Sample written notice of provider's intention to report

The sample letter below is designed to assist education providers to comply with the requirements of paragraphs 3.7 – 3.8 of the DEEWR-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses.

[Date]

[Student name]
[Address line 1]
[Address line 2]
[Address line 3]

Re: Warning of [Provider]'s intention to report for unsatisfactory progress

Dear [Student's name]

Your enrolment in [course] at [provider] began on [course commencement date]. During the orientation programme, you were informed of the student visa condition relating to course progress. You were also informed that [Provider] uses the DEEWR-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses.

Under the DEEWR-DIAC Course Progress Policy, a student has made unsatisfactory progress if the student has not successfully completed or demonstrated competency in at least 50% of the course requirements in a study period.

You were first identified as [making unsatisfactory progress/ at risk of making unsatisfactory progress] on [date of identification] and [provider] implemented our intervention strategy [on date/ shortly thereafter]. At this point [person/position] advised you that unsatisfactory course progress in two consecutive study periods for a course could lead to you being reported to the Department of Immigration and Citizenship (DIAC) and could result in the cancellation of your student visa.

To assist you to meet course progress requirements, [provider/contact person] also [list actions undertaken as part of intervention strategy – see paragraph 3.5 of the DEEWR-DIAC Course Progress Policy].

You have now been assessed as making unsatisfactory progress in a second consecutive compulsory study period. In accordance with the DEEWR-DIAC Course Progress Policy, I must now inform you of [provider]'s intention to report you to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS for unsatisfactory progress in two consecutive study periods. This action automatically alerts DIAC.

If you think there are reasons why you should not be reported, you may appeal against the provider's decision. According to the DEEWR-DIAC Course Progress Policy (paragraph 3.8), you may appeal if

you believe one or more of the following have happened:

- [Provider] has not recorded or calculated your marks correctly
- There are compassionate or compelling reasons which have contributed to your unsatisfactory progress
- [Provider] has not implemented our intervention strategy in accordance with our documented policies and procedures
- [Provider] has not implemented [other policies which may impact upon your results – eg. assessment policy, examinations policy, feedback policy]
- [Provider] has not made [relevant policies] available to you

The procedure for making an appeal is [attached/ available from Provider's website]. You have 20 working days commencing on [insert date] to make your appeal.

If you wish to discuss this matter further, please make an appointment with [contact person]. You can bring a friend with you if you wish.

Yours sincerely,

[Principal Executive Officer]

Last updated: May 2008