



FSP ACADEMIC STANDING PROCEDURE

SECTION D - PROCEDURE

Related Policy

FSP Academic Standing Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Understanding the requirements	
Student	1.1	Ensure you have read and understood the FSP Academic Standing Policy.	
	2	Identifying students at risk	
Program Coordinator (FSP)	2.1	Perform orientation diagnostic testing in literacy and numeracy.	
	2.2	Advise students identified with low scores to seek support from the Student Learning Advisor (SLA).	
Student Learning Advisor (SLA)	2.3	Around week 5 ask teaching staff to complete Students at Risk form (generally at the time of the first assessment).	
Teachers	2.4	Complete Student at Risk forms and return to the SLA.	
SLA	2.5	Maintain ongoing formal and informal communication with teaching staff to identify students at risk.	
	2.6	Meet with the PC on a weekly basis to discuss Students at Risk progress	
	3	Semester report	
Academic Support	3.1	Run the Risk Report and send to the Program Coordinator (FSP) and SLA for review and confirmation.	
SLA	3.2	Check the Semester Report, highlight any students at risk and return to Academic Support.	
Academic Support	3.3	Enter risk conditions as advised and commence the at risk process.	
	4	Intervention strategy	
SLA	4.1	Advise students identified as at risk to make an appointment.	
Student	4.2	Make an appointment with the SLA.	
SLA	4.3	Implement a Personal Study Plan (PSP) and counsel the student in regards to time management and study skills; and	

Responsible	Procedure Steps		W/I
		Organise individual meetings for the students to meet with their module teacher(s).	
Student	4.4	Continue to study with the PSP.	
	4.5	Attend interviews as required with the SLA consistent with the PSP and meet with module teacher(s) as required	
SLA	4.6	Monitor student's progress.	
	4.7	Organise a formal meeting with the student and PC to discuss Repeat/Change of Module options	
Program Coordinator	4.8	Make any required changes to the student module enrolments for the next study period after the student completes the Repeat/Change of Module Form.	
	5	Appeals	
Student	5.1	If you want to lodge an appeal refer to the Student Grievances and Appeals Policy and Procedure.	

D.2 Supporting Documentation

Related material	
Student Grievances and Appeals Policy	Eynesbury website
Student Grievances and Appeals Procedure	Eynesbury website

Form templates	Location
Student Performance Contract	Quality Unit, Document Management, Document templates
Academic Standing letters	Quality Unit, Document Management, Document templates

Records (including completed forms)	Location
Academic Standing Report	Navigate
Student Performance Contract	Navigate
Record of at risk interview	Navigate
Academic Standing letters	Navigate

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v2.3
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