

## Policy scope:

Key 2 Learning College pro-actively monitors students' academic progress and includes student attendance, assessments submissions and skill assessment results. Any student identified at risk will be contacted where course progression is unsatisfactory.

Students who are found to be underperforming in the Diploma of Nursing through the following, will be required to be commenced on a Student Progression Contract. The purpose of this contract is to assist and support students to fulfil their academic and clinical responsibilities within the Diploma of Nursing. It is to be engaged when a student has been identified as not achieving the desired outcomes of a unit of competency. This can relate with any aspect of their course responsibilities which can include:

- Non-attendance in simulated skills labs
- Academic misconduct
- Clinical misconduct
- Failure to attend FOSA assessments
- Failure to attend PEP or incomplete PEP assessment and/or hours

A meeting with students will be arranged to discuss any issues they may be experiencing and where possible additional assistance will be provided such as academic help, counselling, or assessment extensions.

It should be clearly outlined in the Student Progression Contract which of the students unsatisfactory academic or clinical progression require further support and guidance. The evidence should be mapped back to the Nursing Professional standard and codes as required. The course coordinator should initiate incident and risk management if there are safety concerns for the student or their conduct in class or PEP.

Key 2 Learning College has intervention strategies for students at risk, including:

- Students completing a LLN assessment at the commencement of the course to identify support requirements against the ACSF.
- Trainers completing Formative assessment across the program
- Progression Contracts for students that are not meeting course requirements and strategies to support their learning goals with manageable and scaffolded work loads
- Trainer supported self-directed learning assistance
- These student support services available will enable students complete the qualification within the expected time frame.
- Students are strongly encouraged to discuss any difficulties they are experiencing with their trainer.

## **Procedures:**

### **Fees:**

For courses where a student is paying for the course (including Government funding courses), fees must be paid at least 1 week prior to the commencement date of the course.

If fees are not paid, the student's progression will stop at this point until such time as the account is settled. If an account remains unsettled, after census date, Key 2 Learning College reserves the right to withdraw a student with a fail grade.

### **Attendance (Classroom theory):**

Attendance (minimum of 80% attendance per unit is required)

If a student fails to attend 80% of theory classes an "Student Progression Contract" will be implemented with the student to assist them to meet the course requirements.

### **Bondy Scale:**

Students are assessed using five performance standards adapted from the Bondy Scale (1983) provided below, to provide a formative (interim) and final (Summative) assessment applicable to the student's level of knowledge, skill performance, professional behaviour, and communication.

If at any time during clinical experience a Clinical Educator/Facilitator considers a student to be at Dependent (D) Level in accordance with the Bondy (1983) scale, the Key 2 Learning College Nursing Coordinator must be notified so that additional assistance and support can be provided to the student.

Students can only attend PEP after satisfactory/competent completion of all assessment tasks (theory and practical/FOSA) for the Block of units being studied prior to placement. If a student is not considered 'safe' as assessed on the "Bondy Scale" they will not be considered to have successfully completed the Professional Experience Placement and will be managed as per Key 2 Learning College's Progression rules. Only in Extenuating Circumstances (such as COVID-19 impacts) students will commence the next Block without completion of placement of previous Block. In such circumstances, more formative assessments (within classroom learning – use of more role plays and simulation activities) will be included to ensure consolidation of theory and practice.

Students cannot attend placement linked to the current block unless the placements from previous block have been completed satisfactorily.

### **Appendix 1 Forms - "Student Progression Contract"**

For a student to pass the clinical placement they need a minimal rating of Assisted (3) for Block 1 PEP, Assisted (3) or Supervised (2) for Block 2 PEP and Supervised (2) or Independent (1) for Block 3 PEP.

**Criteria for Rating (Bondy Scale 1983):**

Scale	Professional Standard	Quality of Performance	Assistance Required
<b>1 = Independent</b>	Safe, accurate and achieved the intended outcome and behaviour is appropriate to context	Proficient, confident, expedient	No supporting cues required
<b>2 = Supervised</b>	Safe, accurate and achieved the intended outcome and behaviour is appropriate to context	Proficient, confident, reasonably expedient	Requires occasional supportive cues
<b>3 = Assisted</b>	Safe, accurate and achieved most objectives for the intended outcome and behaviour is generally appropriate to context	Proficient throughout most of performance when assisted	Required frequent verbal and occasional physical directives in addition to supportive cues
<b>4 = Marginal</b>	Only with guidance Not completely accurate Incomplete achievement of intended outcome	Unskilled, Inefficient	Required continuous verbal and frequent physical directive cues
<b>5 = Dependent</b>	Unsafe and unable to demonstrate behaviour. Lack of insight into behaviour appropriate to context	Unskilled and unable to demonstrate behaviour/ procedure	Required continuous verbal and continuous physical directive cues
<b>0 = Not observed</b>			

## **Theory Assessments:**

Must be submitted on due dates as per the Unit Outlines.

If the student is deemed unsatisfactory, they will have 1 additional attempt (along with Trainer support) to submit the assessment. If the student is still unsatisfactory after the 2<sup>nd</sup> attempt a "Student Progression Contract" will be implemented with the student to assist them to meet the study Block requirements within the Delivery Schedule timeframes.

Failure to meet the requirements of the "Student Progression Contract" will result in the student having to withdraw from the course.

If the student is found guilty of Plagiarism or Collusion Academic misconduct, they will receive a 1<sup>st</sup> written warning and need to re submit the assessment task that was plagiarised or colluded.

If the student is found guilty for a second time, they will receive 2<sup>nd</sup> written warning and be required to pay a cost of \$80.00 and re submit their assessment task that was plagiarised or colluded.

Found guilty a 3<sup>rd</sup> time will result in the student being withdrawn from the course.

Refer to the Academic Integrity Policy and procedure for further details PP064

## **Simulation Laboratory:**

Student must pass all Simulations and Final Observation Skills Assessments (FOSA) assessments at the end of each Block to be able to progress to Professional Experience Placement (PEP)

All students can have two attempts of their FOSA. If a student is unsuccessful on their first attempt, they need to book a time for re-assessment (2<sup>nd</sup> attempt) with their Trainer. Support and retraining will be made available prior to the student's 2<sup>nd</sup> attempt. If students require more than two attempts to complete the assessment item, they will be deemed not yet satisfactory and required to have a review with the Course Coordinator to be considered for their 3<sup>rd</sup> attempt and will require a "Student Progression Contract". Failure to meet the requirements of the "Student Progression Contract" will result in the student not being deemed competent in the FOSA.

Failing to be deemed competent in the FOSA will prevent the student from attending Professional Experience Placement. The student will have to re-enrol into the Block that they have failed and pay the student fees applicable for that Block or withdraw from the course. This means the student will need to defer from the current group and join the next group.

## **Professional Experience Placement (PEP):**

Students can only attend PEP after satisfactory/competent completion of all assessment tasks (theory and practical) for the Block of units being studied prior to placement.

Students will be required to successfully complete a minimum of 400 hours of Placement wholly in Australia during their Course.

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Successfully complete means that the student has:

- completed 100% of the required hours for that Placement and
- met the Performance Criteria including achieving competence in the Skills requirements for that placement.
- If a student is not considered 'safe' as assessed on the "Bondy Scale" they will not be considered to have successfully completed the Professional Experience Placement and will be managed as per Key 2 Learning College's Progression rules. The Course Coordinator will meet with the student to complete a Progression Contract for continuation in the program.
- Not inclusive of any simulation activities

Where a student has not met the requirements concerning completing the required hours, the student will be required to do "make-up time".

This means the student will need to complete the hours for which they were absent to ensure they meet the requirement of 400 hours successfully completed during their course.

"Make-up time" will need to be completed in order for the student to be considered as having completed the Course. Where a Student has not met the criteria for the course, the student will be required to meet with the Course Coordinator and develop an action plan which will be documented in the "Student Progression Contract".

If a student has a conscientious objection to vaccinations/immunisations and has not made this objection known before or during the enrolment process and induction process, and it is a requirement of the facility or the course and there is no alternative placement, the student will be counselled by the Course Coordinator about non-progression and inability to complete the course.

Minimum attendance requirements of 100%

Any student who is not showing evidence of satisfactory progression in meeting NMBA Standards for Enrolled Nurses whilst on PEP will be given further learning and placement support and placed on "Student Progression Contract". The student will be required to pay additional fees for any additional Placement hours required to complete the Block.

If the student is still unable to demonstrate satisfactory progression after being placed on a "Student Progression Contract" and is not likely to meet the requirements in the allocated time, they will be withdrawn from the course.

Where a student has breached the Code of Conduct, they will be interviewed by the Course Coordinator in the first instance and if necessary, sanctions will be determined (possible expulsion from the course could be decided upon).

If students feel they are having difficulties with their Placement they need to discuss these issues with their Facilitator and Course Coordinator.

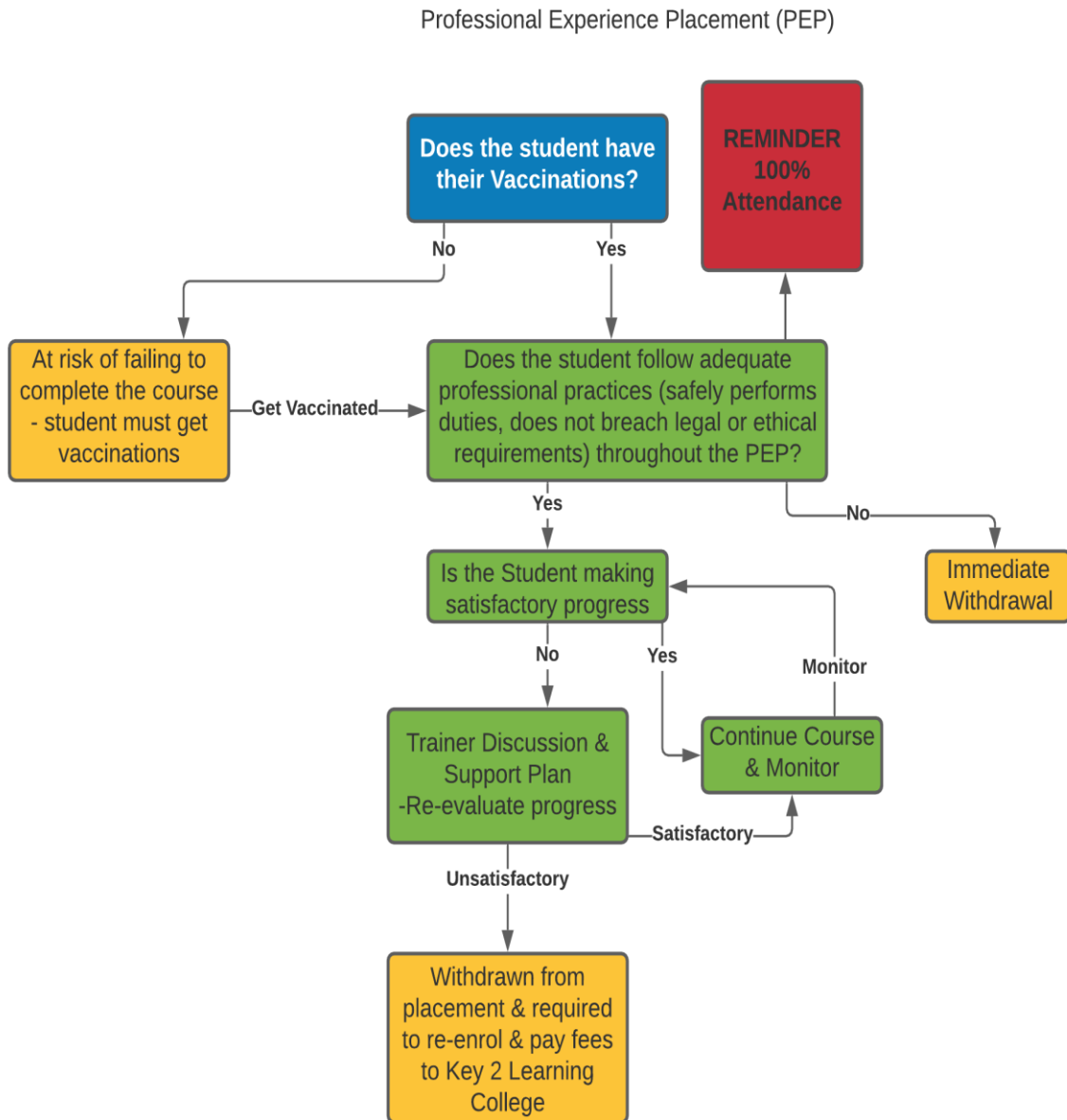
If students are found to be acting in an unprofessional manner, breaches of legal or ethical compliance, not perform their duties safely, endanger others, are negligent or abuse will result in immediate withdrawal from the course.

The Facilitator may identify areas where a student is struggling to meet the required outcomes. In this instance, the Facilitator will discuss this with the student and Course Coordinator to put a “Student Progression Contract” in place which is agreed upon by all parties.

## Failure to Progress Flow Chart



PEP Flow Chart:



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### Appendix 1 – Student Progression Contract

<b>Student Name</b>		<b>Student Number</b>	
<b>Date of first meeting</b>		<b>Review of Contract date</b>	

Reason for intervention				
<b>Misconduct</b>	<input type="checkbox"/> Minor Misconduct	<input type="checkbox"/> Academic		<input type="checkbox"/> Behavioural
	<input type="checkbox"/> Major Misconduct	<input type="checkbox"/> Academic		<input type="checkbox"/> Behavioural
<b>Provide evidence of misconduct</b>				
<b>Not Progressing</b>	<input type="checkbox"/> Non-attendance	<input type="checkbox"/> Non-participation in course activities	<input type="checkbox"/> Non-completion of previous student progression contract	
	<input type="checkbox"/> Failure to submit assessment	<input type="checkbox"/> Unsuccessful assessment attempt	<input type="checkbox"/> Non-participation in PEP	<input type="checkbox"/> Non-participation in Simulated labs
<b>Provide evidence of non-progression</b>				
<b>Additional Support</b>	<input type="checkbox"/> Learning support required	<input type="checkbox"/> Access/Ability support required	<input type="checkbox"/> Counselling or Career Guidance Support	<input type="checkbox"/> Indigenous support required
<b>Clinical Misconduct related to:</b>	<input type="checkbox"/> EN Standards for practice (NMBA)	<input type="checkbox"/> Code of Conduct (NMBA)		<input type="checkbox"/> Code of Ethics (NMBA)
<b>Provide evidence of clinical misconduct</b>				



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## Responsibilities of Course Coordinator

Identified supports for the Trainer/Facilitator

Identified supports for the student

Reporting responsibilities

## Responsibilities of Nursing Trainer/Facilitator

Identified supports for the student

Reporting responsibilities

## Responsibilities of Nursing Student

Achievable Goals

Timeframe

Consequences of non-compliance with Student Progression Contract

## Signatures

Signature of Course Coordinator

Signature of Trainer

Signature of Facilitator

Signature of Student

**A completed copy of this contract must be given to the Course Coordinator, Trainer and Student.**