

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.

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.

Students are strongly encouraged to discuss any difficulties they are experiencing with their trainer.

Students must be competent in each Block units (along with satisfactory completion of Simulation lab and PEP) to progress to the next Block. 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 Plan”

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 Plan” will be implemented with the student to assist them to meet the course requirements

Theory Assessments:

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

If the student is deemed unsatisfactory, they will have two additional attempts to submit the assessment. If the student is still unsatisfactory after the 2nd attempt a “Student Progression Plant” will be implemented with the student to assist them to meet the course requirements.

Failure to demonstrate competence for any assessment task will result in the student being required to repeat that component of the program and will mean that the student is unable to progress to the next stage of the program without a "Student Progression Plan" in place.

If the student is found guilty of Plagiarism or collusion Academic misconduct, they will receive a 1st written warning and need to re submit the assessment.

If the student is found guilty for a second time, they will receive 2nd written warning and be required to pay a cost of \$80.00 and re submit their assessment.

Found guilty a 3rd time will result in the student failing the Block.

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 with their Trainer. 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 any subsequent attempts and will require a "Student Progression Plan".

Failing to be deemed competent in the FOSA will prevent the student from attending Professional Experience Placement and may terminate the student's enrolment in the Dip of Nursing course. The student will be entitled to Appeal the decision of termination from the course following the Feedback, Complaints and Appeals Policy and Procedure – PP048.

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.

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 support and placed on "Student Progression Plan".

If the student is still unable to demonstrate satisfactory progression and is not likely to meet the requirements in the allocated time, they will be withdrawn from Placement and required to re-enrol in all the linked units and repeat the Placement at the student's own cost (Note 1).

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 an action plan in place which is agreed upon by all parties.

Where a student does not progress after the opportunity to improve, the outcome will be a 'not satisfactory', and a requirement to repeat the Placement is required. In some cases, and with consultation between the Facilitator, the student, and the Course Coordinator or CEO the student may be required to re-enrol in one or more of the units linked to the Placement.

NOTE 1. The student will be required to pay additional fees for any additional Placement hours required to complete the Block.

Appendix 1 – Student Progression Plan

Student Name				Student Number	
Date of first meeting				Review of Plandate	

Reason for intervention				
Misconduct	<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
Provide evidence of misconduct				
Not Progressing	<input type="checkbox"/> Non-attendance	<input type="checkbox"/> Non-participation in course activities	<input type="checkbox"/> Non-completion of previous student progression plan	
	<input type="checkbox"/> Failure to submit assessment	<input type="checkbox"/> Unsuccessful assessment attempt	<input type="checkbox"/> Non-participation/Failure to meet requirements in PEP	<input type="checkbox"/> Non-participation/Failure to meet requirements in Simulated labs
Provide evidence of non-progression				
Additional Support	<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
Clinical Misconduct related to:	<input type="checkbox"/> EN Standards for practice (NMBA)	<input type="checkbox"/> Code of Conduct (NMBA)		<input type="checkbox"/> Code of Ethics (NMBA)
Provide evidence of clinical misconduct				

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 Plan

Signatures

Signature of Course Coordinator

Signature of Trainer

Signature of Facilitator

Signature of Student

A completed copy of this plan must be given to the Course Coordinator and student.

Dip of Nursing Progression Policy and Procedures