



# Students At Risk Policy

Australian Paramedical College



### 1. References

- A. [National Vocational Education and Training Regulator Act 2011](#)
- B. Australian Qualifications Framework
- C. [Standards for NVR Registered Training Organisations.](#)

### 2. Purpose

2.1 Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) will identify and manage students at risk with regard to issues relevant to Language (English), Learning, Literacy and Numeracy<sup>1</sup> to support registration and compliance in accordance with, but not limited to, the following,

- APC will regularly establish the needs of our clients and in delivering services to meet those needs;
- APC is committed to continually improving client services by collecting, analysing and acting on relevant data;
- APC will assure learners receive training, assessment and support services that meet their individual needs;
- APC will consistently employ a systematic approach to continuous improvement in the management of operations;
- APC will monitor training and assessment services that are provided on their behalf to ensure compliance with the VET Quality Framework;
- APC will effectively manage records to ensure integrity and accuracy;

### 3. Aim

3.1 APC will apply a proactive process to identify students on enrolment at risk due to a range of learning and assessment issues and/or the comprehension/application of the English language. This process aims to minimize students at risk of not completing studies due to language issues

3.2 APC aims to identify these issues initially in the primary stages and provide ongoing options in the area of learning and assessment to support students completing their studies

### 4. Scope

4.1 This policy and procedure shall apply all students enrolling with Australian Paramedical College that self-identify or are identified as At-Risk Students with regard to LLN either on enrolment and/or through the course of study

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<sup>1</sup> Literacy, Learning and Numeracy

- 4.2 This policy additionally applies to all VET staff responsible for student enrolment, induction training and assessment, regardless of the mode of study.

### 5. Policy

- 5.1 The Diploma and Certificate Courses delivered via the APC learning environment, are delivered and assessed at the Australian Quality Framework<sup>2</sup> 3, 4 and 5 level studies, as such students should meet a set of core skills to support success, this additionally requires, but is not limited to, levels Literacy, Language and Numeracy<sup>3</sup> and English comprehension and communication competencies.
- 5.2 APC is obliged by law to provide access to; and ensure maximum participation of; learners with a disability in training learning and assessment
- 5.3 Students have a responsibility to disclose any learning, Literacy or Language issues that may hinder their studies on enrolment
- 5.4 Where a student is identified as at risk at enrolment, APC will discuss the issues and the impact of a language disability for learning and support directly with the student. Where a learner is identified as unsuitable for enrolment APC will offer a reasonable substitute where available and/or refer the student to learning that will lean toward support for enrolment
- 5.5 APC will ensure that learning is suitably flexible for the organisation and the student need and that support is provided where necessary

### 6. Principles

- 6.1 APC promotes Access and Equity principles and incorporates processes across the organisation to support the same. APC adopts diversity and seeks to provide opportunity to those studying to implement and increase their diversity awareness and to develop their training. APC will identify, implement and consistently review processes that aim to support enrolling students gain the skills and knowledge required to complete studies and graduate.
- 6.2 APC will maintain professionalism and excellence in the application of; and compliance to' legislated *Standards for Registered Training Organisations (2015)*, as an integral element in the commitment of APC maintaining an excellent training environment.

### 7. Procedure

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<sup>2</sup> Australian Quality Framework - AQF

<sup>3</sup> LLN

- 7.1 Where a student may be identified as at-risk pre-enrolment, however, in conversation can evidence competency no further action is required, and the student may be immediately recommended for enrolment.
- 7.2 Should a student display signs of risk to completing the course the student will then be invited to participate in an action plan to address the same.

Where a learner exhibits difficulties and/or has low language and learning skills the following options are to be considered

- LLN review/conversation/assessment may be required and/or
- English language and literacy options may be recommended and required for enrolment. i.e. Foundation Skills Course, ESL Testing/Course, Formal LLN Assessment
- Reasonable adjustment for example, verbal Q&A, extension for tasks, access to presentations at home to review,
- All at risk students MUST attend scheduled tutorials

## 8. Release and Review

**Peter Evans**  
Chief Executive Officer



18 Mar 2019

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	12 Jun 2017
V1.2_18	Minor changes for Annual review	13 Dec 2017
V2.1_19	Annual review and minor amendments e.g. policy/statement additions	18 Mar 2019