

	Title:	
	<h1>In-Semester Intervention Strategy</h1>	
	Version: 0.02	Date: 12/04/2012
	Policy Area: Academic Governance	Next Review: 02/2013
Approval: Chairperson, Academic Board		Signature:

1. Background:

Vose College has a Progression and Intervention Strategy Policy that relates to students' progress and any intervention after the end of a semester, but has no specific strategy for prior action within a semester when a person is possibly at risk.

The Vose College Progression and Intervention Strategy Policy includes a strategy for "Monitoring of students during semester to determine whether there is "risk of unsatisfactory progress".

For all students, domestic and International, Vose College regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life.

The strategy here outlined is applicable for all College students.

2. Monitoring of student progress during semester

- 2.1. Each lecturer will maintain a record of attendance at classes and the submission of assessment tools.
- 2.2. After two events such as unexcused absences or late submission of assignments, the lecturer will notify the Academic Dean (a standard form will be provided). A form letter will be sent to the student reminding the student of responsibilities and consequences of failure to maintain satisfactory progress. The letter will include details of counselling available relating to both learning skills and personal issues which may be affecting study.
- 2.3. The Academic Board will review any such students' progress mid-semester to determine any further action required.

3. Attachments:

Notification of Student with "Risk of Unsatisfactory Progress"

In-Semester Intervention Strategy	Version 0.02
Filename: VC In-Semester Intervention Strategy 0.02.docx	Page 1 of 2

Appendix: Document History and Version Control Record

Document Title: In-Semester Intervention Strategy

Source Documents: Vose Seminary In-Semester Intervention Strategy

Associated Internal Documents:

Associated External Documents:

Authorised Officer: Chairperson, Academic Board

Approved by: Academic Board

Date of Approval:

Assigned Review Period: 1 year

Date of Next Review: Feb 2013

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	13 Sep 2011	N/A	Submission to DES for Vose College NSAI Application: Section 8.6a
0.02	12 Apr 2012	N/A	Reviewed by Tania Mlynarz and Darren Smith. Version control and legal numbering format added.