VET Domestic Student Progression Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') recognises the importance of students effectively progressing through their training and assessment and connecting them with appropriate assistance and support to complete their vocational education and training (VET) course.

(2) The University strives to foster a learning environment that enables VET students to achieve their full potential by actively engaging in their learning. The University also emphasises early intervention to support students facing challenges in meeting academic progress, ensuring compliance with legislative requirements.

Section 2 - Purpose

(3) This procedure outlines the measures the University will implement to monitor the course progression of VET domestic students, including the processes for supporting students to maintain suitable course progress by monitoring and early identification of those at risk of not achieving satisfactory progress. In particular, verifying that students utilising a VET Student Loan (VSL) are genuinely engaged in their studies and are making adequate progress towards completing their course.

Section 3 - Scope

(4) This procedure applies to all domestic VET students, including VET Student Loan (VSL) approved recipients and those enrolled through approved third-party arrangements.

(5) This procedure applies to VET lecturers (including HE lecturers training or assessing in VET units, third-party providers, and VET Team Leaders) and other University staff engaged in monitoring, reviewing and supporting the progression of VET domestic students.

(6) International VET students are managed under the International Students - VET Course Progression Procedure.

Section 4 - Procedure

Course progress and engagement

(7) VET lecturers ensure students are informed about training, assessment and support services before they enrol or enter into an agreement to study at the University. This is achieved through pre-enrolment processes, ensuring students enrol in a suitable course.

(8) Additional information must be provided to VSL recipients regarding requirements to demonstrate satisfactory engagement and participation, so their loan eligibility is not forfeited.

(9) Students are advised of the availability of their VET lecturers and other staff to support their progress through the course during the initial onboarding.

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(10) Attendance is recorded using sign-on sheets and eRollbook or single student or class-based Excel spreadsheet template from VET Resources and Forms, or analytic activity in Learnline.

(11) Students are expected to actively engage and achieve satisfactory academic progress. This is achieved by:

a. submitting and completing all assessments on time; and
b. completing all VET unit requirements within the prescribed study period.

(12) VSL students must complete online progression report forms at set intervals throughout their course to confirm their progress and continued enrolment.

Monitoring course progress

(13) VET lecturers are primarily responsible for identifying students at risk of non-completion. They will use several measures to determine whether a student is at risk of unsatisfactory course progress, including:

a. recording student attendance/non-attendance in an attendance record such as eRollbook;
b. assessing competency-based assessments and recording results;
c. storing evidence of assessment, assessment outcomes and feedback in accordance with the VET Assessment System Policy and Procedure;
d. discussing any concerns directly with the student and assisting where necessary to help prevent the student from falling behind in their course progress;
e. liaising with their Team Leader regarding student performance and progress, reporting any concerns as soon as they are evident and before the student reaches the point of being at risk; and
f. regularly reviewing Graduation Selection Reports (GSRs) or practical performance of individuals.

(14) The VET lecturer should take action if a student is absent for a period of time without notification to the VET lecturer.

Communication

(15) Where the VET lecturer determines that a student is at risk of unsatisfactory progress, they must contact the student directly by phone or email to discuss their course progress, offer support and establish a plan to support course completion.

Discussion and outcomes

(16) Strategies to best address the issues should be discussed with consideration of the student's capacity to meet workload and attendance requirements. The discussion could include:

a. suitability of the course;
b. reasonable adjustments to training and/or assessment strategies;
c. additional learning or personal support that may assist the student in re-engaging with their studies, as outlined at Student Support Services;
d. rescheduling of assessments (which may involve requesting changes to unit start and/or end dates);
e. opportunities for course completion (which may include re-enrolment in some units);
f. reducing study load;
g. consideration of options to transfer to a different course;
h. amendments that need to be made to the student's enrolment; and
i. catch-up sessions with the VET lecturer and ongoing individual mentoring.

(17) The outcomes of the discussion must be documented and kept as a record of contact.

(18) The VET lecturer should also contact:

a. the employer for apprentices and trainees;
b. the relevant school contact for VSS students; and
c. the parent/guardian for all students, other than VSS students, under the age of 18 years.

Continued unsatisfactory progress

(19) If satisfactory progress has not been made following the initial contact, the student may be required to show cause as to why continued enrolment is viable.

(20) Students whose circumstances prevent them from completing assessments or other unit requirements may request a temporary break from studies, as outlined under Course intermission in the Enrolment Policy. For information regarding fee considerations, refer to the Domestic and Non-Visa Student Fee Policy.

University-initiated withdrawal of students

(21) Where a student does not re-engage, a formal written communication must be sent to the student, notifying them of the likelihood of being withdrawn from the course.

(22) A copy of this notification should be sent to:

a. the employer for apprentices and trainees;
b. the relevant school contact for VSS students; and
c. the parent/guardian for all students, other than VSS students, under the age of 18 years.

(23) Following continued non-engagement, if there is still no contact with the student, the VET Team Leader should initiate withdrawal of the student from the course. A further communication confirming this action must be sent to the student. For VSS students, a formal communication is sent to the student's secondary school to inform them of the intention to withdraw.

(24) If the student has successfully completed one or more units in their course before ceasing participation, the student will be issued a Statement of Attainment.

Documentation

(25) VET lecturers must maintain accurate records of the student's participation and academic progress, including assessment results, work submitted, attendance, online learning participation data and any interventions provided.

(26) Contact or attempted contact with the student, the employer, the parent/guardian or the school must be documented and placed on the student file (including copies of emails, notes of a telephone conversation or a message left for the student).

Section 5 - Non-Compliance

(27) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(28) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(29) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	12th June 2025
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Approval Authority	Academic Board
Approval Date	5th June 2025
Expiry Date	Not Applicable
Responsible Executive	Louise King Provost
Implementation Officer	Louise King Provost
Enquiries Contact	Louise King Provost

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.

"VET lecturer" - an employee of the University or a third-party partner who is a trainer and/or assessor for vocational education and training (VET) units of competency. VET lecturers include VET Team Leaders and higher education lecturers training or assessing in VET units.