



POLICY TITLE: INTERNATIONAL STUDENT INTERVENTION STRATEGY POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Deputy Principal Wellbeing and Strategy
Head of Admissions
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Monitoring course progress and attendance is important to ensure international students are in a position to complete the course within the expected duration specified on the international students' Confirmation of Enrolment.

DEFINITIONS

ESOS Act	Education Services for Overseas Students (ESOS) Act (2000)
PRISMS	Provider Registration and International Student Management System

PRINCIPLES / GUIDING PRINCIPLES

If an international student is at risk of not meeting their course attendance and progress requirements, the College will implement an intervention strategy to identify, notify and assist them.

PROCEDURES

Identifying When an Intervention Strategy is Required: Attendance

An international student will be identified as needing an intervention strategy when the College's attendance requirements are not met or are at risk of not being met.

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The College checks and records attendance at each lesson. If an international student has been absent from school for more than five consecutive days without approval, that student will not have met their course attendance requirements.

Non-attendance can be an indication that a student needs additional support and/or referral to other services. For more information, refer to our **International Student Support Services Policy**.

Identifying When an Intervention Strategy is Required: Course Progress

An international student will be identified as needing an intervention strategy when the College's course progress requirements are not met or are at risk of not being met.

The College reports on academic progress at the end of each school term. At the end of each school term students are required to meet the satisfactory course progress definitions in our **International Student Monitoring Course Progress, Attendance and Duration Policy**, and in line with VCAA requirements for senior students.

Notification of Students

If the College determines that an intervention strategy is needed for an international student to assist them to meet their attendance and/or course progress requirements, the College will contact the international student directly. The student is informed of their attendance and/or course progress rates.

Intervention Strategy

The College's intervention strategies normally ensure that:

- the international student is directly contacted by the International Student Coordinator and informed of their attendance rates
- counselling is offered to the international student to help them to address issues which may be contributing to their attendance rates
- extra tutoring is offered to those students who feel that this will help them in meeting their course progress requirements.

Updating PRISMS

The College must report via PRISMS any student who has not met course progress requirements. For more information, refer to **PRISMS Maintenance Obligations**.

Records of Course Attendance

The College keeps records in relation to international students' satisfactory course attendance. These include:

- records of our attendance monitoring
- any evidence from a student in relation to an absence.

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Records of Course Progress

The College keeps records in relation to international students' satisfactory course progress. These include:

- assessment of course progress records for each student
- assessment results (as required by section 21 of the ESOS Act.
- records of contact with students
- notices of intention to report
- complaints and appeals outcomes
- other relevant records.

Recordkeeping

The College maintains records in relation to activities and action taken under this Policy including:

- student contact and counselling records (for example, warning letters)
- notices of intention to report
- complaints and appeals outcomes
- other relevant records.

Records are maintained in accordance with our **International Student Records Management and Retention Policy**.

RESPONSIBILITY

- Principal
- International Student Coordinator
- Deputy Principal Wellbeing and Strategy
- Director of Students
- Heads of House

RELATED LEGISLATION

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Support Services Policy
- International Student Monitoring Course Progress, Attendance and Duration Policy
- International Student Records Management and Retention Policy

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RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

May 2025

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>
www.siena.vic.edu.au

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