

Student Review Panel and Monitoring Student Progress Policy

Policy name Student Review Panel – Monitoring Student Progress Policy

Policy number SSP008

Date approved

Approving body The Academic Board (Senatus)

Responsible officer The Head of School

Implementation officer

Next review date

Linked policies

Linked forms

Purpose of this policy

The Cairnmillar Institute (The Institute) is proactive in identifying, notifying and counselling students who are at risk of failing to meet course and field placement progress requirements. Cairnmillar has in place a system for early identification of at risk students and a remedial plan is developed in consultation with the student. This monitoring enables students who are at risk of not progressing, or achieving PsyBA/APAC competencies, such as progress reports, to be identified, and offered support to achieve their educational and supervised practice goals.

Scope

Courses and internships require consistent and regular attendance at the field placement, at individual and group supervision and diligence in completing internship and placement documentation. Each six months, the student/intern and individual supervisor is required to submit progress reports. Students are assessed at the middle and end of placements. On occasion a student may be identified as not to be making satisfactory progress and supervisors are unable to sign off stating that the student/intern is doing so.

Processes and procedures

The following processes and procedures are in place for any student who is at risk of not meeting satisfactory course progress requirements.

Monitoring coursework progress

<p>Monitoring Course Progress</p>	<p>The unit lecturer is required to provide all students with a course outline at the beginning of each course of study which details</p> <ul style="list-style-type: none">• requirements for achieving satisfactory attendance, which requires at a minimum, all students to attend at least 80 per cent of the scheduled course contact hours• the procedures, including the class lists and rolls by which attendance and absences are recorded and calculated• the assessment tasks, dates of semesters, assignment deadlines, hurdle requirements, assessment grades, and other conditions relating to attendance.• Institute an early assessment piece and timely marking to identify students at risk.
<p>Failure to meet satisfactory Course progress</p>	<p>Students are required to advise the unit lecturer in writing of any compelling or compassionate grounds as to their absence from their course of study</p> <ul style="list-style-type: none">• the unit lecturer is required to advise the Assistant Director in writing the name of any international student who has not attended classes for more than three weeks• the unit lecturer must implement procedures for contacting and counselling identified students and implement strategies to assist identified students to achieve satisfactory course progress• At a minimum, the intervention strategy is activated where the student has failed or is deemed not yet competent in 50% or more of the units or assessment pieces attempted in any study period.• the unit lecturer is required to advise the student, the Head of School and the Academic Registrar in writing (by email) that the student has failed to meet satisfactory attendance requirements and have therefore failed the unit

Appeals Process	<p>Where Cairnmillar has assessed the student as not achieving satisfactory course progress, Cairnmillar must notify the student in writing of its intention to report the student for not achieving satisfactory course progress.</p> <p>The written notice informs the student that he or she is able to access the Cairnmillar's complaints and appeals process and that the student has 20 working days in which to do so.</p>
Reporting Processes and Action	<p>Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting Cairnmillar, the Academic Registrar amends the student record accordingly.</p>

Monitoring PsyBA requirements

Supervision attendance	<p>The student supervisor is required to notify the Intern/Course Student Coordinator if a student has failed to attend two consecutive supervision appointments.</p>
Failure to meet satisfactory progress	<p>The student supervisor is required to notify the Intern/Course Coordinator if an student</p> <ul style="list-style-type: none"> • has failed to make satisfactory progress on one of the following capabilities • has experienced personal issues that are impacting on their ability to practice • has failed to keep satisfactory paper work (log books, assessments) as required by the PsyBA/APAC
Reporting Process and Action	<p>Where a student and supervisor and Course Coordinator agree that the failure to meet satisfactory progress, the Student Coordinator must report unsatisfactory progress to the Head of School.</p> <p>The Head of School convenes a meeting of the Program Review Panel who meet with the student to reach an agreed outcome.</p> <p>Cairnmillar may also seek to suspend or cancel the student's placement or internship program.</p> <p>The Academic Registrar may enter failure to complete or unsatisfactory progress in the student's record.</p>

Those most at risk:

- Rejected by placement.
- Progress is not evident or seems to be diminishing.
- Supervisor does not want to sign a progress report.
- Other concerns, e.g. mental health.

Frequency of meetings

The Student Progress Review Panel meets on an ad hoc basis, usually every three months. Meetings can be scheduled at the request of supervisor, student, course coordinator, an intern coordinator or Head of School. Where a dispute may arise, the Head of School arranges for an independent registered psychologist to chair the meeting. A representative from the placement may also be invited to attend.

Possible outcomes

It is not possible for students to defer, take a leave of absence or temporarily suspend their supervised practice without penalty from the PsyBA. The PsyBA allows provisional psychologists to take four weeks leave only during their supervised practice program.

PsyBA Guidelines for interns 4+2 state on Page 7, "Leave may be granted for a maximum of 12 months with the possibility of extension in exceptional circumstances. However, if a provisional psychologist has a break of more than year from the Internship program, the Board may, at its discretion, decide not to credit all or part of the program completed previously".

The Student Progress Review Panel may:

- Interview the student to explain the lack of progress and attendance at individual and group supervision.
- Suspend the student for a period of no less than six months or one semester.
- Change supervisors.
- Set conditions for continuation
- Refer the student for personal counselling or mental health assessment.
- Cancel the student's enrolment in those situations when the students has breached the course progress requirements.
- A combination of the above options.

