

Policy Name	STUDENT PROGRESSION AND EXCLUSION POLICY
Policy Number	V009_PO_VET
Purpose	The purpose of this policy is to outline the principles governing vocational education and training (VET) student progression through an enrolled course, including a training package qualification or accredited course at Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This policy applies to all Whitehouse students enrolled in all VET courses delivered by Whitehouse across all campuses.
Policy Statement	Whitehouse is committed to maintaining high delivery standards and supports students to achieve competency in the VET courses/units in which they are enrolled. Students are required to successfully complete all required units in the course to be awarded a qualification. Whitehouse issues Australian Quality Framework (AQF) certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package qualification or VET accredited course. Whitehouse recognises a correlation between attendance and academic achievement. All students are expected to attend all classes as specified in the timetable. Students are advised of course progression and completion requirements and Whitehouse attendance requirements prior to enrolment, upon course commencement and at the beginning of each unit. Whitehouse expects students to take responsibility for their learning and encourages them to seek assistance as required. Whitehouse informs students about available support services prior to and after enrolment. Information about support services is detailed in the relevant Course Student Handbook, on the Whitehouse website and at student orientation. Whitehouse recognises that early intervention and support of students considered to be at risk of progression gives them the best chance of success. Whitehouse regularly monitors student attendance and learning progress. Interventions are applied in a timely and consistent manner to ensure that all students have the best opportunity to succeed. When it has been determined that a student is at risk of not meeting the requirements specified in the training package or VET accredited course in which they are enrolled, Whitehouse will advise them of the situation, and if relevant their school contact and parent/guardian and will provide access to educational and support services to assist them to meet those requirements. Students deemed to be at risk and whose progression has not advanced after intervention strategies have been implemented may have their enrolment suspended, deferred, or cancelled.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF) • National Vocational Education and Training Regulator Act 2011
Definitions	The following definitions apply for the purpose of this Procedure:

	Confirmation of Enrolment (CoE) Is a document that confirms the enrolment as a student and states the start and end dates of the course of study. Academically at Risk A Student is Academically at Risk if they: • Instances of non-attendance (absenteeism) from scheduled classes over a two-day period (consecutive or non-consecutive), or • Instances of non-completion of learning activities and non-submission of work/assessments for any unit in a course, or • have not achieved competence for the same unit after a second attempt. Compassionate or Compelling Circumstances These are circumstances generally beyond the control of the student and have an impact on the student's capacity and/or ability to progress through a course. These include: • serious illness or injury (a medical certificate should be provided stating that the student was unable to attend classes) • bereavement of close family members (a death certificate should be provided) • pandemic, major political upheaval <i>or</i> natural disaster in the home country requiring their emergency travel and thus impacting on their studies • a traumatic experience which could include but is not limited to: ○ involvement in or witnessing an accident, <i>or</i> ○ a crime committed against the student, <i>or</i> ○ the student has been a witness to a crime. In such cases, a student can submit a request for an assessment submission extension or re-resubmission, in accordance with the Assessment policy-procedure.
Key Related Documents	Student Progression and Exclusion procedure (VET) Code of Conduct (Students) Assessment policy and procedure (VET) Critical Incident policy and procedure Appeals policy and procedure (VET) Privacy policy and procedure Student Course Handbook Notification to Withdraw or Defer Studies (form) Notification to Cancel Enrolment (form)

Definitions	The following definitions apply for the purpose of this Policy. At Risk of progression A Student is at Risk if they: - do not satisfy the assessment requirements of the first assessment submission in any unit in the course - fail to attend three consecutive classes in any given unit, or - have not achieved competence for the same unit of competency after a second attempt. Compassionate or Compelling Circumstances These are circumstances generally beyond the control of the student and have an impact on the student's capacity and/or ability to progress through a course. These include: - serious illness or injury (a medical certificate should be provided stating that the student was unable to attend classes) - bereavement of close family members (a death certificate should be provided) - pandemic, major political upheaval <i>or</i> natural disaster in the home country requiring their emergency travel and thus impacting on their studies - a traumatic experience which could include but is not limited to: - involvement in or witnessing of an accident <i>or</i> - a crime committed against the student <i>or</i> - the student has been a witness to a crime. Confirmation of Enrolment (CoE) Is a document that confirms your enrolment as an international student and states the start and end dates of your course of study.
Responsible Officer	Executive Director or delegated Senior Executive Management Committee member.
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	20/12/2026
Documents superseded by this Procedure	008-11 P Student Progression and Exclusion Policy 008-11 D Student Progression and Exclusion Procedures

Amendment History	05/2026 Minor update to text (scope and policy statement) Checked and updated URLs, Relevant legislation, Key documents and Definitions sections. 12/2023 Minor updates to text (Scope statement); Responsible Officer and Approval Authority. Re-approval. Checked and updated links/URLs. 10/2016 Policy and Procedures separated and HE and VET documentation separated. Updated formatting and minor amendments 01/2013 Changed formatting - included procedure and policy in one document Minor adjustments and inclusions to policy wording 19/09/2016 19/09/2012 Approved,19 September 2012 by the Board of Governors. (p.16 of Board Papers).						
Signed and dated for Whitehouse Pty Ltd	<table><tr><td></td><td>Leanne Whitehouse</td><td>20 12 026</td></tr><tr><td>Signature</td><td>Name</td><td>Date</td></tr></table>		Leanne Whitehouse	20 12 026	Signature	Name	Date
	Leanne Whitehouse	20 12 026					
Signature	Name	Date					

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Vocational Education and Training (VET)
Stakeholders	Whitehouse Executive Management VET Trainers Assessors Administration Support Staff Students