



3.3 Monitoring Academic Progress – Purpose

The purpose of this policy is to ensure that all students are progressing through their training with TVSA Pilot Training at a satisfactory rate. It aims to ensure that management of TVSA Pilot Training are aware at all times of the current progress of each of its students, both in terms of their engagement, attitude towards training and their academic capabilities.

Standards:

- Expectations
- It is expected that all students maintain a minimum attendance of 80%
- It is expected that all students maintain a minimum progress status of 80%
- Students are expected to submit assessments by their due dates
- The following steps ensure that the above expectations are adhered to

3.3.1 First 2 weeks of training

Lead Instructor

A lead instructor is allocated to each course delivered at TVSA Pilot Training. It is the Lead Instructor's responsibility to ensure that:

- Student absences are monitored and reported to the Head of Operations (HOO) and Head of Training/RTO General Manager (RTOGM)
- Following up student absences (by way of phoning or emailing the student)
- Student participation is monitored in class and all students are encouraged to actively participate in class
- Reporting in fortnightly to the HOO and RTOGM on the progress of students
- Providing students with written and verbal quizzes/assessments during class to determine their comprehension
- Providing additional assistance/tutorial to students where needed
- In the instance of a student requiring 3 or more repeats on a flight, they will be required to have a meeting with HOO and RTOGM

3.3.2 Student Progress Spreadsheet

- TVSA Pilot Training will maintain a student progress spreadsheet that monitors:



- The intended date for each lesson (ground & practical) to be delivered
- The actual date each student carried out that lesson
- The level each student has progressed through the course, on a % basis
- Highlights any students that are falling behind 80%
- The Student progress Spreadsheet is updated daily
- Should a member of staff identify any concerns (i.e. students falling below 80%) when updating the student progress, they must be reported to the HOO immediately
- Student progress and any student concerns are discussed at management meetings (which are held at least monthly)
- A letter will be issued to the student advising them of their unsatisfactory academic performance and steps they need to take to rectify it. A meeting may also be arranged with the student.
- If, in the event the student does not take the steps outlined in 2.3 by the required date, they will be notified of our intention to withdraw them.
- TVSA Pilot Training will notify the relevant bodies of unsatisfactory progress, the reasons why.
- TVSA Pilot Training will notify the students of their right to complain, should they be withdrawn for failing to meet the required academic progress

3.3.3 Formative Assessments

- Formative assessments in the form of short quizzes, verbal and written Question & Answers are provided to students on a regular basis
- Quizzes and Q&A's are used to ascertain the students level of comprehension and likelihood to progress successfully through the course in addition to identifying areas a student might be having difficulty throughout the course
- Any student that is not reaching the required academic standard can apply for additional tuition by completing our 'Request for Tuition' form
- For students that, for whatever reason, indicate that they do not have the academic capabilities or enthusiasm and engagement in their learning to complete the course, a meeting will be held with the student to determine their future in the course

3.3.4 Attendance

- Attendance is tracked using a clock in and clock out system.
- Reports are generated weekly to identify student's who are not meeting their minimum attendance requirements



- Students falling below 80% attendance will be sent a letter informing them of this and outlining what they need to do to improve on this. The letter will also outline that failure to get back above 80% will result in their suspension/withdrawal from the course. A meeting may also be held with the student to identify causes/reasons for their drop in attendance.
- TVSA will notify relevant bodies when students fall below 80% attendance, where required to do so, including the reasons why and the students right to appeal

3.3.5 At the 2 week Mark

Student Review

At the end of the first and second week of training, a formal review will be held with each student. The review will consist of:

- A review of attendance
- A review of the students participation and behaviour in class
- The student's attitude to training
- A review of the student's flying records
- Theory examination

At the completion of the second week of training, a solo exam will be conducted to assess the students flight aptitude

3.3.6 Week 3 and Onward

Standard Monitoring

Steps 1, 2 and 3 above will be maintained throughout the duration of the course

3.3.7 Monthly Reviews

Once per month, a review will be held with the student. The review will consist of:

- Recognition of student's strengths and accomplishments
- A review of attendance
- A review of academic progress
- A review of the students participation and behaviour in class
- The student's attitude to training
- Identifying any potential issues coming up
- Review of accommodation facilities, food and general welfare issues
- Any concerns the student may have



- During these meetings, any changes that have occurred within the RTO will be communicated to students, unless otherwise done via an alternative means.

3.3.8 Remedial Flight Training

- In the event that a student fails a flight, TVSA provides students with the opportunity to repeat the flight by using a 'remedial flight' from their pool of flying hours.
- Students must complete a 'request to use a remedial flight' and have management approval

3.3.9 Related policies

- Training & Assessing Policy
- Student Support Policy

3.3.10 Related Procedures, Forms and Documents

- Request to use a Remedial Flight Form
- Student Review Document

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Approved By	CEO
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