



Hartwig Air Policy

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Academic Progression Policy

OVERVIEW

This policy identifies the importance of monitoring the academic progress of students to make satisfactory progress to complete their course. This policy is also designed to ensure that students who are experiencing difficulties are detected as early as possible and are offered advice, assistance and support services which are available to them at the school.

Hartwig Airs requirements are set out in accordance with the Australian Skills Authority (ASQA) set out in the student handbook.

SCOPE

This policy applies to all students enrolled in courses at Hartwig Air.

DEFINITIONS

Hartwig Air use the following terms and they are defined using the following explanations:

- **Semester** – section of course dates outlined via the course census dates as per individual Training Plan
- **Core Subject** – a subject which is a mandatory requirement for the completion of the course
- **Good Standing** – the student has just commenced their course at Hartwig Air and/or their academic performance in the most recent semester is satisfactory.
- **Satisfactory Academic Progress** – means that the student has achieved competent results in each semester that are equal or better than the school's academic standards set out as per this policy and, has met the criteria specified in the course syllabus to continue in their course.
- **At Risk** – means the academic status of the student is identified in the most recent semester is unsatisfactory and immediate action is required in order for the student to make satisfactory progress in future semesters.

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If required, students are to participate in an Intervention Training Plan.

- **Conditional** – is the academic status of the student identified as making unsatisfactory progress in their course who will be required to participate in an intervention plan to improve their academic performance whilst meeting the school's conditions to continue their course. The student may face suspension or exclusion if improvements in their academic progress in the semester in which they are enrolled in, and the conditions agreed upon on their enrollment are not met.
- **Statement Required** – is a temporary academic status assigned to students who meet the criteria for Academic Suspension or Academic Exclusion (This applies only to students who have been enrolled for more than 1 semester). A student with an academic status of 'statement required' will be required to submit a statement to the school that argues a case for permission to continue in their course, including:
 - a) an explanation on why they did not meet satisfactory academic progress in the course to-date
 - b) a detailed description and schedule of the changes the student is proposing to implement in order to improve their academic performance and progression in future semesters, and/or
 - c) any request the student believes the Director can approve which would provide the student with an opportunity to:
 - Deal with personal circumstances, and/or
 - Improve specific skills, and/or
 - Relieve academic pressure in order to continue in their course and improve their academic performance
 - Any evidence to support the student's claims in the Statement of Reasons
- **Academic Suspension** – this refers to when a student is not permitted to continue enrolment in their course for a period of no greater than 18 months due to failing to make satisfactory academic progress in their course.
- **Academic Exclusion** – this refers to when a student is not permitted to continue their course or transfer to a course with the same requirements, due to failing to improve the ground of their academic standing or, insufficient time remains to complete the course within the maximum time allocated to complete the course.
- **Maximum time to complete** – refers to the maximum time a student is permitted to be enrolled to complete their course. The maximum time is a period twice as long as the initial course length. A student must complete all course requirements within in this maximum time.
- **Intervention Strategies** – systems put in place by Hartwig Air to assist the students in identifying their challenges and aiding to improve academic performance. – See policy P151 Intervention Strategy Policy for details;
- **Intervention Training Plan** – an agreed academic performance improvement plan to assist the student to progress and complete the course.

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POLICY

1. The School's expectations

- Students are required to familiarise themselves with school policies and procedures relevant to their enrolment and course of study in which they are enrolled in, including any requirements relevant to the subject or course.
- Students must make genuine attempts to progress academically by meeting expectations in regard to:
 - Attendance
 - Punctuality
 - Exams [written and practical]
 - Course, subject, and assessment requirements; and
 - By taking responsibility for their own academic progress
- While it is hoped that students will strive to exceed the school's expectations and excel at their studies, students are expected to at least achieve minimum academic standards in each Semester to maintain satisfactory academic progress.
- Students who believe that their personal circumstances may impact on their ability to meet the School's expectations of satisfactory academic progress, are advised to seek advice and act as early as possible.

1.1 **Attendance and Non - Attendance:** Students are required to attend all theory lessons and to maintain a consistent flight schedule. Minimum flying 2 – 3 times per week.

Students that have been absent from flying for a significant amount of time (over 2 weeks, without leave) may be sent an email and asked to explain (Letter 1).

Students that have not replied will be sent a follow up Letter (Letter 2).

A further non-response will result in a suspension notification (Letter 3).

A "Fail and Termination from Course", will follow if there has been no response (Letter 4).

If a student has been absent for more than 24 months, they will be sent a letter by email (Letter 5), notifying them that they will be failed upon the completion of the 30 days from the date of the letter. This letter is independent from the letters above and the letters above may not be issued prior to this one. A student is, however, able to appeal this decision within 30 calendar days.

1.2 **Punctuality:** Students are expected to arrive on time to lessons, pre-read and prepared.

1.3 **Exams:** Flight training must not significantly precede theory lessons or exams. If a student has exams yet to complete in a selected semester, they must complete these and then continue to the next portion or semester of their flight training.

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1.4 Course Subject and Assessment: It is the student's sole responsibility to ensure they understand the subject and assessment requirements. Support is always available.

1.5 Responsible for academic progress: It is the student's sole responsibility to ensure all of the above and adequate progress.

2. Minimum Academic Standards

The Minimum Academic Standard in each Semester to maintain satisfactory academic progress requires a student to:

- Maintain sufficient progress to enable the student to complete all the course requirements within the published Maximum Time to Complete.
- Achieve all progression requirements for their course as specified in the Training Plan.

3. Monitoring student academic progress

The School will monitor, assess and record the academic performance of the students against the Minimum Academic Standards periodically and on 'per course' basis.

In assessing the academic performance of students for the purposes of this policy:

- Results will be included for all subjects in study periods that have a result publication date that falls between the results publication dates of the current and previous semesters;
- Students who are awarded a supplementary or deferred exam, or who have any un finalised tests or exams, will not be subject to the provisions of this policy until all their tests and exams are finalised.

4. Assigning Academic Statuses

Hartwig Air will assign a Student an Academic Status at the end of each subject period, depending on the student's academic performance during that subject period and their Academic Status in the prior period. The possible classification of Academic Statuses is:

- Good Standing
- At Risk
- Conditional
- Statement Required
- Academic Suspension
- Academic Exclusion

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5. Failure to make satisfactory academic progress

Hartwig Air will respond to unsatisfactory academic progress with the following:

- Assessing and assigning an academic status to a student following each semester in which the student is enrolled,
- Depending on the Academic Status the students are assigned following the end of each Semester in which they are enrolled, students who do not make satisfactory academic progress will be expected to take responsibility for improving their academic performance in the next Semester, and/or
- Be given support to improve their academic performance through the activation of an appropriate School intervention strategy, and/or
- Be given warning of the possible consequences of failing to meet the minimum academic standards in other semesters, and/or
- May be required to meet extra conditions in the next semester in which they are enrolled, and/or
- May be required to show cause as to why they should not be suspended or excluded from their course, and/or
- May be required to seek approval for an extension of the Maximum Time to Complete

5.1 Failure due to Failure to Attend: If a student has not attended in more than 12 months and / or has not completed any flight lessons in 12 months they will be notified with an emailed letter and automatically be failed in 30 days. A student is, however, able to appeal this decision within 30 calendar days. If a student has not attended and / or has not completed any flight lessons in 24 months or more, they will be automatically failed with no notification.

5.2 Failure due to Unsatisfactory Academic Progress: If a student has not completed the course within 24 months from enrollment, they can apply for an extension for a further 12 months maximum. The student must complete the course within the 12 months extension. There will be no further extensions granted. Failure to complete the course within 36 months from enrollment will result in the student being notified and a fail grade for the student being issued in 30 days.

A student is able to appeal this decision within 30 calendar days of the date of the notice.

Students that have compassionate or medical reasons to extend or delay are exempted from this clause and each case is negotiated individually.

6. Right to Appeal

Students have the right to appeal decisions made under the provisions of this policy. See Policy P101 Grievance, Complaint and Appeals Policy for details.

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