Summary of CET Student Progress Policy

**Learning Agreement**

- **1st Term at CET**: Based on your early assessments and performance in class, your teachers will recommend activities to improve your writing, reading, listening and speaking skills.
- Your Learning Agreement will list extra support classes you can attend or self-study you need to do to improve your performance.
- Remember, as a condition of your student visa, you are required to maintain satisfactory progress in your course. **STUDENTS ARE NOTIFIED OF THEIR AT RISK STATUS BEFORE OR BY THE MID-POINT OF THEIR COURSE.**

**1st Warning (Verbal)**

- **End of 2nd Term**: Your teacher will help you review your progress at regular intervals.
- If you are on a Learning Agreement and not making satisfactory progress after completing the activities/tasks in your Learning Agreement, you will be given an "At Risk Level" - **At Risk Stage 1**
  - An Education Manager will meet you and you will be given a 1st verbal caution. The CET Progress Policy will be explained to you.*

**2nd Warning (Final)**

- **End of 4th Term**: If you are At Risk (Stage 1), on Learning Agreement, but not making satisfactory progress, your At Risk Level will increase to **At Risk Stage 2**
  - An Education Manager will meet you and you will be emailed a Final warning. The CET Progress Policy will be explained to you.

**Intention to Report (ITR)**

- **End of 6th Term**: If you are At Risk (Stage 2), on Learning Agreement, but not making satisfactory progress, your At Risk Level will increase to **At Risk Stage 3**
  - An Education Manager will meet you and you will be emailed an Intention to Report. You may bring a friend or support person to the meeting.
  - You will have 20 working days to access CET’s internal appeals process by making an appointment at CET Reception.

**Appeal Unsuccessful**

- If your first appeal through CET is unsuccessful, you can access an external appeals process through the NSW Government Ombudsman: - 02 9286 1000 or nswombo@ombo.nsw.gov.au or contact Department of Education and Training: -1300 566 046.
- CET will wait to find out the outcome before any further action.
- If you are unsuccessful through the external appeals process, your CET enrolment is cancelled within 5 working days.

**Appeal successful**

- If your appeal is successful due to compassionate and compelling reasons, progress monitoring continues and support is provided.

**2nd Appeal and ITR**

- If after a successful appeal a student At Risk continues to demonstrate unsatisfactory progress, a second Intention to Report is issued.
  - There is a limited appeals process.
  - The student is reported.

*Students can bring a friend or support person (e.g. CET Counsellor) to meetings with any CET staff member including management.*