

Course Progress and Attendance Monitoring for International Students (VET and ELICOS) Policy

Approved by: Chief Learning and Teaching Officer

Approval date: 10 June 2025

Acknowledgement of Country

In the spirit of reconciliation, TAFE NSW acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Country throughout Australia and their connections to land, sea, and community. We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

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Section 1. Purpose

1.1 The purpose of this policy is to ensure TAFE NSW adheres to the Education Services for Overseas Students (ESOS) Framework regarding monitoring course progress and attendance. The Framework includes:

- a [Education Services for Overseas Students Act 2000 \(ESOS Act\)](#)
- b [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code\)](#)
- c [English Language Intensive Courses for Overseas Students 2018 \(ELICOS Standards\)](#)
- d [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

Section 2. Scope and Audience

2.1 This Policy applies to:

- a To all international students studying on a student visa in TAFE NSW ELICOS, VET, and HE courses registered on CRICOS.
- b Academic and teaching staff responsible for delivering courses and monitoring students' academic, education and training progress.
- c Student support staff who provide care and support to international students, ensuring they meet attendance and progress requirements.
- d Administrative staff who handle enrolment processes and maintain accurate records of student progress and attendance.
- e Compliance officers who ensure adherence to the ESOS Framework and other relevant legislative requirements.
- f International student advisors who offer guidance and support specifically tailored to the needs of international students.
- g Third parties engaged by TAFE NSW to provide international student recruitment, training, assessments, work experience, education, and support services.
- h TAFE NSW ELICOS, Vocational Education and Training (VET), and Higher Education (HE) courses registered on CRICOS must ensure that the expected duration of study specified in the overseas student's Confirmation of Enrolment (CoE) does not exceed the CRICOS registered duration.

2.2 This policy and any subordinate procedures are to be made available for staff, education agents, third parties and prospective and current students on the TAFE NSW website.

Section 3. Policy requirements

Attendance and Progress Requirements for International Students in HE, VET, and ELICOS Courses.

- 3.1 TAFE NSW must monitor the course progress and, where applicable, the attendance of each international student enrolled in its courses, in accordance with Standard 8 of the National Code 2018 and the ESOS Act 2000.
- 3.2 TAFE NSW will ensure that the expected duration of study specified in the overseas student's Confirmation of Enrolment (CoE) does not exceed the CRICOS registered duration.
- 3.3 TAFE NSW monitors all international students on student visas enrolled in HE, VET, and ELICOS courses to ensure they make satisfactory course progress and where applicable, meet attendance requirements, in order to complete their studies within the time specified on their CoE.
- 3.4 TAFE NSW must clearly outline and inform the overseas students before they commence the course of the requirements to achieve satisfactory course progress and where applicable, attendance in each study period. This information is provided in the offer letter, during orientation sessions and on the TAFE NSW International Website.
- 3.5 The detailed course attendance and progress monitoring requirements are specified in the Course Progress and Attendance Monitoring for International Students (VET and ELICOS) Procedure and the [HE Progression & Exclusion Procedure](#).

Course Progress

- 3.6 International students on student visas enrolled in Higher Education, VET and ELICOS courses at TAFE NSW must demonstrate:
 - a Satisfactory progress, defined as a pass in at least fifty percent (50%) of the program requirements in a study period.
 - b For VET and Higher Education students, a study period is defined as one semester and the course requirements are the number of units/subjects expected to be completed by a full-time student within the study period.
 - c VET and ELICOS students are required to maintain enrolment and satisfactory course progress in each semester per this policy and the TAFE NSW [course progress and attendance monitoring procedure for VET & ELICOS](#). Higher Education students should refer to [The Higher Education Progression, Exclusion and Graduation Policy](#) and [HE Progression & Exclusion Procedure](#) for detailed requirements and processes.
 - d ELICOS students enrolled in an ELICOS program are required to maintain an attendance level of at least 80% during each term.
- 3.7 TAFE NSW is dedicated to supporting international students who are identified as having

unsatisfactory academic performance or are at risk of not meeting course progress requirements. An intervention strategy will be offered to assist these students. The [Intervention Strategy/Learning Agreement](#) must be completed and retained as a record.

Attendance Monitoring

3.8 TAFE NSW adheres to the requirements for monitoring and regularly reporting ELICOS student attendance by:

- a Clearly outlining and informing overseas students, before course commencement, of their responsibilities, requirements for satisfactory course progression and, where applicable, attendance in each study period. TAFE NSW reiterates these requirements during orientation and at the commencement of each session.
- b Advising students that 'satisfactory attendance' is defined as at least eighty percent (80%) attendance of the scheduled contact hours for the duration of the course.
- c Acknowledging that an ELICOS study period for reporting on attendance is twenty (20) weeks or the period of the student's Confirmation of Enrolment (CoE), whichever is the lesser.
- d If the duration of an English course is extended, TAFE NSW will calculate attendance over the entire enrolment period, including the extension.

3.9 TAFE NSW ensures that international students enrolled in ELICOS courses maintain satisfactory attendance by:

- a Identifying, notifying and providing, assistance to those who have been absent for more than five (5) consecutive days without approval.
- b Identifying, notifying and providing, assistance to those who are at risk of not meeting the 80% attendance requirements.
- c Issuing warning letters to students, inviting them to meet with the ELICOS business manager and course managers to discuss the situation.
- d Ensuring that clause 3.9 (a-c) is completed in a timely manner to allow students to achieve satisfactory course progress.

3.10 TAFE NSW does not need to report attendance for VET or HE courses as a condition of its registration with ASQA/TEQSA. However, TAFE NSW will actively record and monitor international students' attendance to assess their course progress, safety, and wellbeing.

Reporting International Students for Visa Breaches Related to Course Progress and Attendance

3.11 TAFE NSW will report international students in PRISMS for breaches of student visa conditions related to course progress and/or attendance only after the International Customer Experience team has identified students at risk, consulted with teachers and students, and implemented an Intervention Strategy.

3.12 TAFE NSW will provide support and implement an intervention strategy for international students who are found to have unsatisfactory academic progress or are at risk of not meeting course progression. This process is detailed in the Course Progress and Attendance Monitoring for International Students (VET and ELICOS) Procedure and the [HE Progression & Exclusion Procedure for Higher Education students](#).

3.13 TAFE NSW will issue an Intention to Report Letter to formally notify students of its intention to report their non-compliance with course attendance requirements and/or unsatisfactory academic progress to the Department of Home Affairs (DoHA) via the Commonwealth System-PRISMS (Provider Registration and International Student Management System). The letter will provide the student with information about how to appeal the decision to report the student for course progress or attendance. Refer to the [Course Progress and Attendance Monitoring for International Students Procedure](#) for information about appeals. Reporting requirements include:

- a All students enrolled in an ELICOS course and demonstrating unsatisfactory attendance will be notified via an Intention to Report Letter.
- b All students enrolled in a VET course or an ELICOS course failing to demonstrate satisfactory course progress in two consecutive study periods will be notified via an Intention to Report Letter.

3.14 TAFE NSW will report a student for the breach of course progress or attendance to the Department of Home Affairs only if:

- a the Internal and external complaints processes have been completed, and the breach has been upheld; or
- b the international student has chosen not to access the internal or external appeals process; or
- c the international student withdraws from the internal or external appeals process.

Extending course duration

3.15 TAFE NSW will extend a student's enrolment only under the following conditions:

- a TAFE NSW has assessed that the student has compassionate and/or compelling circumstances, supported by satisfactory evidence provided by the student.
- b TAFE NSW has implemented or is in the process of implementing an Intervention Strategy for the student.
- c TAFE NSW has received an approved deferral or suspension of the students' enrolment.

3.16 When TAFE NSW extends a student's enrolment duration, the student must apply for a new student visa if their current visa expires before completing the course. Students should contact the Department of Home Affairs for guidance on their situation.

Section 4. Responsibilities

Position	Responsibilities
Chief Learning & Teaching Officer (Accountable Officer)	Oversight of the development, review and amendment of this policy, with the authority to approve revisions to the policy to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Executive Director, Education Enablement (Responsible Officer)	Supports the Accountable Officer in the development, monitoring, review, amendment of this policy, to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
International Team	Monitor progress, manage intervention strategy and report
Students	Access and where required, adhere to the requirements of this policy and associated procedures.
Teaching staff	Adhere to the requirements of this policy and associated procedures with regard to the monitoring of student progress and attendance.

Section 5. Monitoring

- 5.1 The Responsible Officer will receive feedback and monitor the effectiveness of this Policy and the provisions therein, making recommendations for amendments to the Accountable Officer as required.
- 5.2 This Policy will undergo formal review every two years.

Section 6. Where to get help

- 6.1 The Responsible Officer for this Policy is the Executive Director Education Enablement and the first point of contact for enquiries and feedback related to the Policy is the International Team, Education Enablement Branch, Learning and Teaching Group.

Section 7. Governance information

Governance	Details
Legislation, regulations, and standards	<p>This policy is governed by:</p> <ul style="list-style-type: none"> • Education Services for Overseas Students Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • English Language Intensive Courses for Overseas Students 2018 • Commonwealth Register of Institutions and Courses for Overseas Students

Governance	Details
Related procedures	<p>This policy governs the following procedures:</p> <p>Course Progress and Attendance Monitoring for International Students (VET and ELICOS) Procedure.</p> <p>HE Progression & Exclusion Procedure</p>
Related policies	<p>The Higher Education Progression, Exclusion and Graduation Policy</p> <p>International Student Management Policy</p>
Accountable Officer	Chief Learning and Teaching Officer
Responsible Officer	Executive Director Education Enablement
Content Manager number	DOC20/64392
Next review date	2 years from the approval date, unless legislation states otherwise

Section 8. Definitions

Word/Term	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Full-time International student (Student visa)	A currently enrolled international student studying on a student visa must be, enrolled in full-time CRICOS approved course/s.
International Enrolment	Student has met all conditions of offer, signed the letter of offer to accept the place in the program, has paid fees, has been issued an electronic confirmation of enrolment and the student has been enrolled into subjects/ competencies.
International/Overseas Students	A person (whether within or outside Australia) who holds a student visa, other than one exempted by the ESOS Regulations 2001. Students in other classes of visa are not included. Note: International Students in the context of this policy are limited to those students subject to the ESOS Act, that is, on a student visa.
Provider	(as defined in the ESOS Act) An institution or other body or person in Australia that provides or seeks to provide courses to overseas students. To provide courses, a provider must comply with State or Territory approval requirements and become registered on CRICOS.
Student Visa	A visa granted under the Migration Act 1958 to overseas students. The Department of Home Affairs administers the Act and issuing of visas.

Word/Term	Definition
Study period	One semester for VET/HE, 20 weeks for ELICOS enrolments
Unsatisfactory progress	Failure to pass at least 50% of enrolled units in a study period

Section 9. Document history

No.	Effective	Approved by	Amendment
1	18 April 2020	Chief Delivery Officer	Initial Policy
2	June 2025	Chief Learning and Teaching Officer	Amendments from a formal review and TAFE NSW operating model changes.