

Support for Students Policy

Document

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| Document Name | Support for Students Policy |
| Brief Description | This policy outlines the various policies and processes that cover the range of support available to students in accordance with section 238-10 of the <i>Higher Education Support Act 2003</i> , and <i>Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023</i> . |
| Responsibility | Director of Student and Academic Services |
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| Authorising Body: | Academic Board |

Version Control

| Approval Date | Version No. | Summary of Changes | Authorised by: |
|---------------|-------------|--------------------|----------------|
| 20/12/2023 | 1 | Initial | Academic Board |

Related Documents

| Name | Location |
|---|------------------------------|
| Student Wellbeing and Welfare Support Policy | SIBT Website |
| Equity and Diversity Policy | SIBT Website |
| Intervention Strategy Framework | SIBT Website |
| Admissions Policy | SIBT Website |
| Sexual Harassment Prevention and Response Policy | SIBT Website |
| Sexual Assault Prevention and Response Policy | SIBT Website |
| Mental Health and Wellbeing Response and Management Policy | SIBT Website |
| Discrimination, Harassment, Victimisation and Bullying Policy | SIBT Website |
| Reasonable Adjustment Policy | SIBT Website |
| Special Consideration Policy | SIBT Website |
| Program Progress Policy | SIBT Website |
| Assessment Policy | SIBT Website |
| Attendance Policy | SIBT Website |

| Name | Location |
|---|---|
| International Students Under 18 Policy | SIBT Website |
| Privacy Policy | SIBT Website |
| Privacy Act 1988 | https://www.legislation.gov.au/ |
| Higher Education Support Act 2003 | https://www.legislation.gov.au/ |
| Higher Education Standards Framework (Threshold Standards) 2021 | https://www.legislation.gov.au/ |
| Education Services for Overseas Students Act 2000 | https://www.legislation.gov.au/ |
| National Code of Practice for Providers of Education and Training to Overseas Students 2018 | https://www.legislation.gov.au/ |
| Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 | TBA |

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1. Purpose

- a) SIBT is committed to ensuring its students are provided with the support and resources required to assist them to be successful in their studies.
- b) The Support for Students Policy should be read in conjunction with the other relevant policies and procedures identified within this Policy.
- c) The Support for Students Policy outlines how students will be identified as at risk of not successfully completing their unit of study and the mechanisms available to support them to completion.
- d) The Support for Students Policy is published in accordance with SIBT's obligations under the Higher Education Support Act 2003 (Cth).

2. Definitions

| Term | Meaning |
|------------------------------|---|
| Advocacy support | Impartial support provided to help a person with a range of problems or issues including, but not limited to including clearly expressing themselves or navigating SIBT policies and procedures. |
| Counsellor | A trained and appropriately registered professional who works with people experiencing a wide range of emotional and psychological problems to help them bring about effective change and/or enhance their wellbeing. |
| Crisis | A time of intense difficulty or acute risk (educational or personal or interpersonal or an intersection of these) that endangers a student's ability to successfully complete their unit of study. |
| Financial Census Date | The official deadline for finalising enrolment for the study period is the last day of week four (4) in any given study period. Withdrawing from units after this date will incur a financial penalty. |
| Formative Assessments | Type of Assessment used during the initial learning process to collect data on what students already know about the topic, to clarify existing knowledge before teaching takes place, to monitor student progress against explicit criteria, and to encourage engagement. |
| Peer mentoring | A relationship between students where one helps guide the other through their studies. |
| TEQSA | Tertiary Education Quality and Standards Agency |
| Unit of Study | A component of a course of study with a designated unit code, title and credit point allocation in which students enrol and undertake assessment tasks in order to achieve specified learning outcomes. |
| Welfare support | Provision of support, information and advice on emotional, financial, educational, recreational, health, housing and other social welfare matters, and assisting to evaluate and coordinate appropriate support. |

3. Application

- a) The Support for Students Policy applies to all SIBT staff and students.

4. Policy Statement

- a) SIBT is committed to ensuring students are aware of the support services available throughout their study and that there are sufficient resources available to meet demand.
- b) SIBT will communicate with students identified as at risk to ensure they are aware of support services available to assist them in successfully completing their units of study.
- c) SIBT students are made aware of the Financial Census Date for their course and the financial impact of continuing past this date. Wherever possible, SIBT will endeavour to provide students at risk support before this date.

5. Academic Support

- a) SIBT will undertake the following in order to identify students who are at risk of not successfully completing their units of study:
 - i. Formative assessments without weighting;
 - ii. Monitoring subgroup outcomes;
 - iii. Monitoring engagement and attendance;
 - iv. Ongoing student at risk reporting and tracking in the Student Management System.
- b) SIBT learning enhancement strategies include:
 - i. Study Skills Support Units;
 - ii. One-on-one Academic Study Support appointments;
 - iii. Weekly Numeracy and Academic Literacy Workshops;
 - iv. Peer mentoring support;
 - v. Dedicated Math Support Learning Advisor.
- c) The following policies detail the various academic support strategies and mechanisms that are in place and available to students.
 - i. Admissions Policy;
 - ii. Assessment Policy;
 - iii. Attendance Policy;
 - iv. Disability Support Policy;
 - v. First Nations Education Policy;
 - vi. Intervention Strategy Framework;
 - vii. Reasonable Adjustment Policy;
 - viii. Program Progress Policy;
 - ix. Special Consideration Policy.

6. Non-Academic Support

- a) SIBT offers either directly or through a third-party various support mechanisms and options to assist students with successfully completing their units, such as:
 - i. Counsellor support;
 - ii. Welfare support;
 - iii. Wellbeing support;
 - iv. Peer mentoring;
 - v. Advocacy support;
 - vi. Library services;

- vii. Crisis management.
- b) The following policies detail the various non-academic support strategies and mechanisms that are in place and available to students:
 - i. Critical Incident Policy;
 - ii. Sexual Assault Prevention and Response Policy;
 - iii. Sexual Harassment Prevention and Response Policy;
 - iv. Disability Support Policy;
 - v. Discrimination, Harassment, Victimisation and Bullying Policy;
 - vi. Equity and Diversity Policy;
 - vii. Mental Health and Wellbeing Response and Management Policy;
 - viii. Student Wellbeing and Welfare Support Policy.

7. Relevant Legislation and Reference Material

- a) SIBT maintains compliance with legislation relating to student support:

| Legislation/ Reference Material | Reference |
|---|---|
| Higher Education Support Act 2003 | Section 19-65 and 238-10 |
| Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 | Support for students' policy requirements: Section 49A (1.a – n) and (2.a – b) Requirements in relation to report given on support for students: Section 49B (1.a - j) |

8. Reporting

- a) In accordance with section 238-10 of the *Higher Education Support Act 2003*, SIBT will provide a deidentified annual report to the Tertiary Education Quality and Standards Agency (TEQSA).
- b) SIBT adheres to the Privacy Principles as set out in *Schedule 1 of the Privacy Act 1988*, in respect of student personal information to be obtained for the purposes of section 19-43 of the Act.

9. Review

- a) The Support for Students Policy is reviewed annually and at the time of any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.