

PARTICIPATION GUIDELINES FOR STUDENTS - ONLINE

There is a strong and direct relationship between active class participation (such as online discussions), the successful completion of subject activities (such as homework tasks) and assessment tasks.

Students are required to participate in all online discussions as well as submit all subject activities. You will get the most out of your time at the college if you actively participate in all elements of your course.

Poor participation is a serious issue that can jeopardise your ability to successfully complete this course.

The course material on Canvas (for each subject) is designed so that you move through the content in a logical and systematic method. You will be asked to complete and submit tasks before you are granted access to the next component of a subject.

Failure to participate as required, or to submit subject activities as per the deadline, means that you are unable to move through the required content and will not be able to complete the assessment tasks.

Failure to complete assessment tasks means you will be graded as Unsatisfactory. Refer to the Assessment Guidelines_Online for more information on assessment procedures.

Students who do not meet the minimum participation requirement run the risk of not meeting all the requirements of the qualification and may not be able to graduate.

Participation requirements

It is expected that all subject activities across a study term are completed for satisfactory completion of course requirements.

Each subject has an Assessment Task that is referred to as 'Participation'. Your contribution to online class discussions and completion of subject activities will be monitored by your lecturers and will contribute to this assessment task.

If a student is unable to complete a subject activity or participate in an online discussion they should contact their lecturer at least 24 hours before the due date.

Students are required to participate in a respectful and professional manner at all times. Refer to the Code of Conduct for more information on appropriate behaviour.

If your participation is not satisfactory you will be contacted by your Course Coordinator.

Student academic transcript

Your overall participation level across all subjects will be graded as follows:

- Excellent
- Satisfactory
- Poor

This participation grade will be included on your academic transcript and will therefore be visible to future employers.

Inability to complete course work

If you are unable to complete course work due to illness or other personal circumstances you need to contact your lecturer via email.

If you do not submit or complete an assessment task due to illness a medical certificate should be supplied to your lecturer within 3 days.

Failure to provide a medical certificate will result in an automatic unsatisfactory grade.

Special Consideration may be granted to students whose attendance has been affected by unforeseen circumstances. Refer to the Special Consideration Application Form.

Inactive Students

A student will be deemed Inactive if they do not participate in Discussions or complete course work (including weekly homework activities assessment work) for three consecutive weeks.

If a student has been Inactive the following steps will be taken by the College:

1. The Course Coordinator will contact the student after one week to determine any extenuating circumstances and verify that they still wish to be enrolled in their course. If this first contact results in a favourable response from the student, they will remain enrolled in the course. If the student replied that they wish to defer or withdraw they will be sent the required application form to complete and return with evidence.
2. If the first contact does not receive a response the Course Coordinator will contact the student again within seven days.
3. If there is no response with the seven days the Course Coordinator will escalate to the College Administrator who will contact the student and asks that the student declares their intent to stay in the course within 48 hours.
4. If a response is still not received from the student they will be deemed as *Withdrawn*. A Statement of Attainment will be issued (if relevant) to the student.

Industry Engagement Program (IEP)

Work experience or volunteering is a requirement of your course.

Certificate 111 online students are required to complete 20 hours of work experience during their studies. We recommend that you aim to complete all IEP hours by Week 17 of the course.

Completing IEP hours will not be accepted as a reason for not completing subject activities, assessment tasks or class discussions.

Students will not be eligible to receive their qualification if they have not completed the required work experience.