

# Academic Support Policy (GC)



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## Document

<b>Document Name</b>	Academic Support Policy (GC)
<b>Brief Description</b>	This Policy outlines the variety of study and learning support services available to all Griffith College students.
<b>Responsibility</b>	Director, Student and Academic Services
<b>Initial Issue Date</b>	03/10/2008
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
15/01/2020	4	Policy changes prior to December 2019 are found on H drive.	Director, Student and Academic Services
09/11/2022	5	Reviewed against legislation and updated RASCI	Director, Student and Academic Services

## Related Documents

<b>Name</b>	<b>Location</b>
Program Progression Policy	<a href="#">Policy Hub</a>
English Language Development Policy	<a href="#">Policy Hub</a>
Disability Services Policy	<a href="#">Policy Hub</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Academic Support Policy sets out the approach of Griffith College relating to the management of supporting Griffith College students throughout their academic studies.

## 1.2 Purpose

Here at Griffith College, we understand that the transition to University level study can be challenging for some students. To assist students to develop the study skills necessary to successfully complete their program of study, Griffith College offers a variety of study and learning support services.

## 1.3 Scope

This Policy applies to all Griffith College students.

# 2 Policy Statement

## 2.1 Teacher/Student Consultation

All Griffith College teachers are available for face-to-face/online/via email student consultation on campus for approximately one [1] hour per week per class. If, while undertaking studies at Griffith College, students experience difficulties with a particular course, they are strongly encouraged to meet with their teacher in the first instance during their consultation time. Teacher consultation times can be found on the Griffith College digital campus.

## 2.2 Peer Assisted Learning (PAL)

The PAL program is an additional learning support mechanism to supplement Teacher Consultations, in which high achieving students are available to help other students. Each Trimester, a list of PALs is available on the Student Support website. Students can contact a PAL and arrange to meet for assistance.

## 2.3 Learning Labs/Academic Workshops

Our Student Learning Advisors run a number of information sessions and workshops throughout the Trimester for students who want to develop their study skills in areas such as time management, academic writing skills and examination techniques.

## 2.4 Assignment Help

Our Student Learning Advisors and other teaching staff are available throughout the Trimester for individual or group appointments if students need help with assignment drafts, researching assignments, essay structuring, assignment writing and referencing in assignments.

## 2.5 English Language Support (Language Development Program)

International students (without prior exemption) will be required to complete two free compulsory Language Development Modules (LDMs) as part of their Diploma program. The LDMs enable students to develop their English language skills and are taken concurrently with academic courses. Each module consists of two hours face-to-face/livestream instruction per week and three hours of online self-access. Successful completion of the 2 modules is a College graduation requirement.

## 2.6 Engagement and Attendance Support

Griffith College considers that both academic performance and satisfactory engagement in learning are critical to successful achievement of progression requirements at the College. Refer to the Program Progression Policy for engagement, attendance requirements (where applicable), progression monitoring and intervention strategies.

## 2.7 Academic Performance Monitoring

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Information Classification: \Students\Student Services\ - Public

During Trimester, through a range of intervention and identification strategies, students are provided opportunities to ensure they meet Program Progression requirements. Should students identify as 'at risk' of passing or engaging with assessment, they will be counselled as outlined in the Griffith College Student Engagement, Retention and Success (SERS) Framework.

## 2.8 Griffith College IT Support

IT Support is available to students inclusive of computing software applications, network and related resources, navigation of the Griffith College digital campus and computer related course work difficulties.

## 3 Responsibilities

<b>Responsibility</b>	<b>CDP</b>	<b>AD</b>	<b>DSAS</b>	<b>PC/PA/CC</b>	<b>SLA</b>	<b>DMA</b>	<b>All</b>
Maintain currency of policy	A	S	R				I
Teachers to enable consultations with students to occur to mitigate future risk of falling behind		S	A	R	C		I
Students to be notified of workshops and learning support throughout each trimester		C	C	A	R		I
Regularly report on the effectiveness of the Academic Support mechanisms to both Academic Board and Learning & Teaching Committee	A	S	R	S	C	I	I
<p>CDP = College Director &amp; Principal, CFM = College Finance Manager, QCM = Quality &amp; Compliance Manager, AD = Academic Director, DSAS = Director, Student &amp; Academic Services, DMA = Director, Marketing &amp; Admissions, AB = Academic Board, All = Staff, PC/PA/CC = Program Convenor/Advisor, Course Coordinator, SLA = Student Learning Advisor</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>							

## 4 Compliance

### 4.1 General

Director, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the digital campus and support from the student and academic services and support teams.

### 4.2 Relevant Legislation

HESF 3.3

### 4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

### 4.4 Records Management

All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	Director Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive