

Student Progression Information Sheet



What is progression in your studies?

Skills Generation has a responsibility to ensure that you complete your studies within a reasonable timeframe. We do this by putting due dates on each unit. If it takes a bit longer, that's usually OK, as long as you let us know. If you find you're often struggling to meet due dates, please talk to your trainer - they will have useful tips to share with you, and other ways of supporting you that can help you in your study journey.

This Information Sheet outlines the rights and responsibilities of learners and trainers in relation to satisfactory progression. Our official policies can be found in the Learner Handbook.

What you can expect from your trainer

Your trainer will:

- Keep in regular contact with you in relation to your studies and course progression
- Be understanding and solution focussed if you have any needs or challenges relating to your course progression
- Reach out to you if they would like to discuss concerns about your course progression and to work out a way forward
- Assist or help you identify other supports for any needs and issues you have that are impacting your ability to study
- If you are not making reasonable progress in your studies, your trainer will contact you to discuss the situation and explore options with you to help you get back on track

What your trainer expects from you

1. Meet all stated requirements of a course you have enrolled into. Depending on the course you have enrolled into, this could include:
 - Attending and actively participating in classroom or online sessions, where these form an official part of your course
 - Taking timely steps to locate a Vocational Placement, and accepting a reasonable Placement offer
 - Attending and actively participating at a workplace, whether as a trainee or a Vocational Placement student
2. Maintain progress in your course including:
 - Submitting and resubmitting assessments according to due dates
 - Renegotiating due dates with the trainer if there are unusual circumstances preventing completion by the due date
 - Considering feedback provided by the trainer if there is a 'not satisfactory' result that requires a resubmit
3. Maintain communication with your trainer including:
 - Responding to communication from your trainer or Skills Generation
 - Taking the initiative and contacting your trainer or Skills Generation if there are factors preventing you from studying effectively or completing assessments on time
 - Letting the trainer know if you don't understand your learning materials or what is required for an assessment
 - Letting the trainer know if you are struggling to cope with the learning or fitting the course into your life
 - Keeping your contact details up to date with Skills Generation and your trainer
 - Providing any supporting documentation your trainer has requested to help them make their decisions

We understand the level of commitment it takes to study a qualification while juggling all the other busyness of life and would love for you to consider us as partners in reaching your study and career goals. We look forward to working with you and supporting your success!



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