

National Code Implementation Group

Meeting 1/2008 held on Thursday 10 April in the James McNeill room, Building 3a
Clayton campus

MINUTES

Present: Andrea Waller (Enrolments) (Chair), Robert Barrett (Enrolments), Katrina Georgios (Enrolments), Amali Weeratunga (Monash College Pty Ltd), Liz Nolan (Faculty of Arts), Gerard Schnabl (Faculty of Education), David Lau (Monash Research Graduate School), Clare Holland (Executive Services), Ahuva Shavit (Faculty of Science), Tamara Forbes (Health Wellbeing & Development, Pharmacy), Catherine Karavias (Faculty of Information Technology), Michelle Kozel (Faculty of Medicine, Nursing & Health Sciences), Judy Duffy (Faculty of Business and Economics), Leonie Garlepp (Faculty of Business and Economics), Margaret Evans (Faculty of Engineering), Sheryl Zorella (International Recruitment Services)

Apologies: Wendy Blastock (Health Wellbeing & Development), Diane Davidson (Monash Research Graduate School), Molly Bonnefin (Monash College Pty Ltd), Eve Hiland (Faculty of Art & Design)

1. Minutes of previous meeting

The minutes of National Code Implementation Group (NCIG) meeting 8/2007 held on 30 November were approved.

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2. ESOS implementation work

Mr Barrett, Manager ESOS & Visa Compliance, summarized progress with ESOS implementation. He said many of the identified tasks had been completed including the development of a new Agent Agreement by Marketing and Recruitment (standard 4) new U18 policy and procedure approved (standard 5); new transfer policy and procedure approved (standard 7); ESOS requirements incorporated into grievance procedures (standard 8); Underload form revised (standard 9); intervention strategy endorsed by Education Committee for approval by Academic Board (standard 10) and Office of Deputy Vice Chancellor International (DVCI) procedures developed for advising the Victorian Registration and Qualifications Authority (VRQA) of management changes (standard 15.)

Action: Mr Barrett to revise and consolidate the 'Implementation work' table and incorporate into an excel spreadsheet

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<p>The ESOS web page has also been revised and is now functional.</p> <p>Work is progressing on the content of the Written Agreement with students and working out arrangements for ensuring internal Transfer students receive a new Written Agreement (standard 3); finalizing the ESOS related elements of the Critical Incident Policy and seeing how these can be incorporated into the university wide Critical Incident Policy (standard 6); finalizing the Duration report for MRS (standard 9) and publishing the revised ESOS Manual.</p> <p>Mr Barrett said he was planning to refine the existing 'Implementation work' document, transfer it to an excel spreadsheet and have work outstanding as a standing item for future meetings.</p>	
<p>3 ESOS compliance report</p> <p>3.1 Department of Education, Employment and Workplace Relations (DEEWR) information requests</p> <p>Mr Barrett said that since July 2007 two information requests had been received from DEEWR. The first concerned unsatisfactory progress reporting and the second, monitoring of welfare arrangements for younger (under 18) students. Both requests were a guide to aspects of the National Code being given special focus by DEEWR.</p> <p>Mr Barrett commented that unsatisfactory progress reporting is still continuing and that reporting is only occurring if national code requirements have been met. Some notices of Academic Progress Committee (APC) decision letters have not provided the necessary 20 working days for students to 'appeal' to the Dean and advice has been given to faculties where this has occurred to reissue the letters with a revised closing date for appeal.</p> <p>Ms Holland, Executive Officer, commented that a number of anomalies in existing procedures have been uncovered and executive services will be reviewing these with the Policy Manager and Solicitors office to close any gaps or inconsistencies. Not all faculties were compliant with APC requirements.</p> <p>Ms Waller, Manager Enrolments, advised that a</p>	

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<p>Student Administration Network (SAN) working party had been proposed to review APC processes and Callista</p>	
<p>3.2 Victorian International Directors Committee (VIDC) ESOS meeting</p> <p>Distributed with the papers for this meeting was a summary of the most recent VIDC ESOS meeting. The group was particularly interested in the comments concerning <u>Open Universities Australia (OUA)</u> and also the cross institutional paper prepared by DEEWR.</p> <p><u>Open Universities Australia (OUA)</u> Comment was made that OUA is an umbrella organisation and that students will enrol with individual providers in CRICOS registered courses.</p> <p><u>Cross Institutional study</u> The group commented that it too was surprised that host providers were required to issue a CoE and looked forward to the updated DEEWR advice. It was also surprised by the statement in the second last paragraph referring to not reporting until the performance with the host provider is taken into account. Members agreed that the interpretation represented a misunderstanding of cross institutional study at the higher education level: normally students undertake one or two units only of cross institutional study and the unit at the host provider is registered at the home provider and already taken into account before reporting.</p> <p>Ms Waller advised that the cross institutional form has been revised to be considered at meeting 3 of SAN.</p>	<p>Action: Mr Barrett to report back to the next ESOS Advisory Group (EAG) on any updates to the DEEWR Cross Institutional fact sheet.</p>
<p>3.3 Progress report to Education Policy and Programs Committee (EPPC) 2/08</p> <p>Mr Barrett referred to the progress report to EPPC 2/08 as a useful summary of the current implementation work</p>	
<p>4. Status and approval of policies and procedures</p> <p>Ms Holland advised that the Under 18 policy and</p>	

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<p>procedures and Transfer between registered providers policy and procedures had now been approved after consideration by Education Committee and Academic Board. The Intervention strategy procedures will be submitted to the next meeting of Academic Board.</p>	
<p>5. Written agreement with students</p> <p>Ms Waller advised that a SAN working party has been established to review the offer and acceptance documents which form the written agreement. The working party is focusing on three aspects:</p> <ul style="list-style-type: none"> - compliance with the National Code - inconsistencies and inaccuracies - editorial issues <p>Changes agreed to so far:</p> <ul style="list-style-type: none"> - the written agreement will be defined in the offer and acceptance documents and it will include enrolment conditions - the agreement will state that proxy enrolment will not be accepted and this will lead to the enrolments web site needing to be updated - the orientation date will be stated as the first day of semester - representation of fees may need further work <p>A further issue being examined separately from the offer and acceptance working party is ensuring transfer students receive a new written agreement. A course transfer working party has been set up to review this.</p>	<p>Action: Ms Waller to report back on status of written agreement report at next meeting of EAG on 25 June.</p>
<p>6. ESOS web page and manual</p> <p>The ESOS web page in its new format is now in place. Mr Barrett advised that some further changes are now required but the web site is open to staff and students with some aspects restricted to staff only.</p>	
<p>7. ESOS training</p> <p>The group considered the importance of ESOS training and whether or not it should be made mandatory. Options for training were considered including the development of an online module. There was general support for the development of an online module in the medium term.</p> <p>The current training dates were discussed. The 14 April date is a suitable date but not the 20 June date. This June training to be scheduled for August in 2009.</p>	

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<p>8. Unsatisfactory progress reporting- Callista keying, ESOS notes</p> <p>8.1 ESOS reporting</p> <p>Ms Georgios, ESOS Reporting Officer, briefed the group on ESOS reporting for 2008. She tabled a report outlining reporting statistics up to 31 March 2008. Members were advised that the ‘students reported columns’ in the report referred to reports made where a student had a current electronic Confirmation of Enrolment (CoE) and action could be taken on the CoE. Students who had not been reported were students without a current CoE and therefore no reporting action was required. One exception is unsatisfactory academic progress reporting where a report can still be made if a student has previously been issued a CoE. For this report, the reason why some students had not yet been reported was because required information was not yet available to allow a report to be made (eg evidence that a student had been given 20 working days to appeal).</p> <p>8.2 Callista keying</p> <p>Reference was made to advice to faculties concerning Callista keying of unsatisfactory academic progress and it was agreed that the advice provided useful guidance to faculties.</p> <p>8.3 ESOS notes</p> <p>At present ESOS notes are being entered into a variety of formats. It was proposed and agreed that a template be developed which would include date, wording, name and position.</p>	<p>Action: draft ESOS notes template to be considered at next meeting of EAG</p>
<p>9. Forms and MRS reports</p> <p>9.1 Underload form</p> <p>The revised form is now on the web site.</p> <p>9.2 Duration report</p> <p>Ms Waller advised that work is continuing on the Duration report and Student Systems has agreed to release a test version by 1 May 2008.</p> <p>9.3 WES</p> <p>Ms Waller reported on discussion she has held with the WES team regarding placing a block on WES for students who are attempting to Underload. She</p>	<p>Action: Ms Waller to report back on status of Duration report at next meeting of EAG on 25 June.</p> <p>Action:</p>

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<p>referred to discussions held some years ago concerning this issue and the difficulties identified at the time. These included the fact that it was then not possible to identify students on Callista subject to ESOS. Now however that CoE's are being uploaded into Callista every fortnight it is possible to better identify affected students. Most faculties supported the move but some problems were still identified such as a block being placed on final semester students.</p>	<p>Enrolments Unit to investigate further by liaising with faculties and WES team.</p>
<p>10. Proposal to incorporate NCIG into EAG</p> <p>The group considered the ongoing role of the NCIG and EAG. It was agreed that the workings of the NCIG should be incorporated into the EAG as the NCIG had been set up with a view to overseeing the implementation of the National Code 2007 at Monash and this has been successfully accomplished. NCIG work would be a standing item on future EAG agendas.</p> <p>The group agreed that it was now timely to re-state the role and objectives of the EAG and this can best be done by developing a charter.</p>	<p>Action: Mr Barrett to draft charter to be considered at EAG on 25 June.</p>
<p>Next meeting: ESOS Advisory Group (EAG) 25 June 2008, 10.00 am to 12.00 noon, Room H220 (H Building, Level 2), Caulfield campus</p>	