Purpose

This document outlines the policy and procedure for issuing a Student with an Academic Progression Report, if requested by the student.

Guideline

Student Access to their Academic Progress

As a Registered Training Organisation (RTO), Goodstart Institute of Early Learning must be able to provide in a timely manner, a current student with a record of their academic participation and progress.

Upon receiving a student request (via email or by telephone) to view their current academic progress, Goodstart Institute of Early Learning is able to provide the enrolled student an Academic Progression Report for any qualification that they are currently enrolled. This report will be completed and sent directly to the student via email (in PDF format) within 2 business days of the request being made – with most reports being completed by close of business the same day. If requested for the report to be posted, the report will be posted from us within 2 business days.

A sample of the Academic Progress Report is shown below in Figure 1.

![Figure 1 - Academic Progression Letter and Report](image-url)
Student Academic Progression

Issuing Student’s with an Academic Progression Report

After a Student has requested a copy of their academic progress the following steps will be taken by the student’s Student Services Coordinator:

1. Student Services Coordinator will access the Student Management System and navigate through to the Student’s result page.

2. Student Services Coordinator will also open the Student Management System diary note section and review the diary notes in preparation to complete the Academic Progression Report.

3. Student Services Coordinator will open the Academic Progression Report Template using the information which is provided in the results section, and the diary note’s which are stored in the Student Management System.

4. The information which has been entered into the Academic Progress Report Template will be cross-checked with the Student Management System for any errors.

5. Once the report is completed and it has been signed by Student Services Coordinator it is ready for distribution to the Student. If this report is being sent via email the Professional Learning Consultant should be copied into the email.

6. A copy of the Academic Progression Report will be saved into the relevant Student’s file, as well as diary noted in the Student Management System.