International Students - Course Progress and Attendance Procedure

SCHEDULE 1:

This table below defines the minimum requirements for achieving satisfactory course progress for all full-time CRICOS registered courses offered to international student visa holders at Melbourne Polytechnic.

Code	Course	Definition of Satisfactory Course Progress
Business, Management and Finance		
24FNM	Certificate IV in Accounting	Certificate IV – successful completion of all competencies
25FNM	Diploma of Accounting	Entry to the Diploma of Accounting - Successful completion of 10 core competencies and 66% of the elective competencies. Must have successful completed BSBFIA401 Prepare financial reports and FNSACC301 Process financial transactions and extract interim reports. Diploma - Successful completion of all competencies
24BNT	Certificate IV in International Trade	Certificate IV – successful completion of all competencies
25BNT	Diploma of International Business	Entry to the Diploma of International Business - Successful completion of 70% of the all competencies Diploma - successful completion of all competencies.
24BMC	Certificate IV in Marketing and Communication	Certificate IV – successful completion of all competencies Entry to the Diploma of Marketing and Communication - Successful completion of 5 core competencies and 75% of all course competencies
25BMC	Diploma of Marketing and Communication	Diploma – successful completion of all competencies Entry to the Advanced Diploma of Marketing and Communication - Successful completion of 5 core competencies and 60% of the elective competencies
26BMC	Advanced Diploma of Marketing and Communication	Advanced Diploma - Successful completion of all competencies

	Hospitality, Conference Centre, Restaurant and Café	
23RBC	Certificate III in Retail Baking (Combined)	A demonstrated competency of 50% or more of course requirements for the study period.
23HEY	Certificate III in Commercial Cookery	Certificate III - Successful completion of all pre-requisite units in both practical and theory areas as follows: CCOHS002 Follow workplace hygiene procedures CCCC001 Organise and prepare food CCCCC002 Present food CCCCC005 Use basic methods of cookery, and successful completion of 90% of all units or successful completion of all units where the Certificate III is the final course of study. Diploma Semester 1 - Successful completion of 75% units. Diploma Semester 2 - Successful completion of all remaining units.
24HEY	Certificate IV in Commercial Cookery	
23HPS	Certificate III in Patisserie	
25HTH	Diploma of Hospitality Management	
23HEV	Certificate III in Hospitality	Successful completion of all units.
25HEV	Diploma of Events Management	Successful completion of all units.
	Agriculture and Animal Studies	
23RGS	Certificate III in Racing (Advanced Stablehand)	Successful completion of all course competencies.
25AHB	Diploma of Horse Breeding (Stud Management)	Successful completion of all course competencies.
25AGT	Diploma of Agriculture	1. 80% attendance. 2. Semester 1-2 - Successful completion of 70% of all units. Semester 3 - Successful completion of all remaining units. Ten (10) Units of competency must be satisfactorily completed to attain the Diploma of Agriculture. Where an arrangement for re-submission of assessments for outstanding work is not authorised, full or partial re-enrolment in the failed competency will be required.
25AVM	Diploma of Conservation and Land Management	Semesters 1-3 - Successful completion of 80% units. Semester 4 - Successful completion of 80% of remaining units.
	Horticulture and Landscaping	

25HHO	Diploma of Horticulture	1. 80% attendance. 2. Semester 1-2 - Successful completion of 75% of all units. Semester 3-4 - Successful completion of all remaining units. Ten (10) Units of competency must be satisfactorily completed to attain the Diploma of Horticulture. Where an arrangement for re-submission of assessments for outstanding work is not authorised, full or partial re-enrolment in the failed competency will be required.
Education		
25CEC	Diploma of Early Childhood Education and Care	1. Minimum 80% attendance to assess attitudes/values/practical skills appropriate to Early Childhood Education and to determine suitability for placement. 2. 100% attendance at compulsory/practical classes. 3. Successful completion of all 'hurdle' tasks prior to commencing placement
Music and Performing Arts		
24MIP	Certificate IV in Music Industry (Performance)	Successful completion of all units by the scheduled end date of course
25MIP	Diploma of Music Industry (Performance)	Successful completion of all units by the scheduled end date of course
26MIP	Advanced Diploma of Music Industry (Performance)	Successful completion of all units by the scheduled end date of course
25MIB	Diploma of Music Industry (Music Business)	Successful completion of all units by the scheduled end date of course
24SAM	Certificate IV in Screen and Media	Certificate IV - Successful completion of all units by the scheduled end date and prior to entering Advanced Diploma.
26SAM	Advanced Diploma of Screen and Media	Advanced Diploma - Successful completion of all units by the scheduled end date of the course.

25SSB	Diploma of Screen and Media (Sports Broadcasting)	Successful completion of all units by the scheduled end date of course
24MIS	Certificate IV in Music Industry (Sound Production)	Certificate IV - Successful completion of all units by the scheduled end date and prior to entering Advanced Diploma.
26MIS	Advanced Diploma of Music Industry (Sound Production)	Advanced Diploma - Successful completion of all units by the scheduled end date of the course.
25MIS	Diploma of Music Industry (Music Production)	Successful completion of all units by the scheduled end date of course
Visual Arts		
23SHH	Certificate III in Hairdressing	Successful completion of all units.
25GDV	Diploma of Graphic Design	Certificate III Semester 1 - Successful completion of 50% of units
26GDV	Advanced Diploma of Graphic Design	Certificate III Semester 2 - Successful completion of all remaining units. Certificate IV - Successful completion of all units.
24PPI	Certificate IV in Photography and Photo-Imaging	Semester 1-3 - Successful completion of 90% of units, including all pre-requisite units
25PPI	Diploma of Photography and Photo-Imaging	Semester 4 - Successful completion of all remaining units.
24VAC	Certificate IV in Visual Arts	Successful completion of all units if only doing Certificate IV. Semester 1-3 - Successful completion of 90% of units, including all pre-requisite units.
25VAV	Diploma of Visual Arts	Semester 4 - Successful completion of all remaining units.
26VCP	Advanced Diploma of Creative Product Development	Successful completion of all units if only doing Certificate IV. Semester 1-3 - Successful completion of 90% of units, including all pre-requisite units. Semester 4 - Successful completion of all remaining units.
24CWR	Certificate IV in Professional Writing and Editing	Minimum 70% attendance in order to assess competency (skills and knowledge) through the

25PWR	Diploma of Professional Writing and Editing	completion of practical / theoretical tasks during scheduled business, theory and drawing clusters as well as the practical use of the studio practice clusters. Assessment is also based on the research, planning and development of a creative product that may include written analysis, annotations, conceptual sketches, visual diaries, preparative drawings and other methods and materials throughout the Semester. The partial of full realisation of a creative product at the end of the year along with all supporting documentation that demonstrates a student's creative process is required along to achieve a PASS rate for this course.
26MMEJ	Advanced Diploma of Jewellery and Object Design	Successful completion and contribution to the following pre-requisite units as they are delivered. 1. Establish and manage a small Jewellery business 2. and 2. Plan, conduct and supervise a jewellery exhibition. Also Satisfactory Completion of 75% of the competencies in each semester of the program.
Engineering Technology, Construction and Design		
25DBC	Diploma of Building and Construction (Building)	1. 80% attendance. 2. Semester 1 & 2 - A demonstrated competency of 85% or more of course requirements. 3. Semester 3 & 4 - Successful completion of all remaining units.
26CBD	Advanced Diploma of Building Design (Architectural)	1. 80% attendance 2. Semester 1 & 2 - Successful completion of 85% of semester units. 3. Semester 3 & 4 successful completion of all practical modules, projects 7 assessments.

25CET	Diploma of Engineering Technology (Civil stream, Mechanical Manufacturing and Mechanical Building Services (MEP)	80% attendance Semester 1 - Successful completion of 85% of semester units, Semester 2 - Successful completion of all remaining units, Successful completion is a subject pass rate of no less than 50%
26CET	Advanced Diploma of Engineering Technology (Civil stream, Mechanical Manufacturing and Mechanical Building Services (MEP)	80% attendance Advanced Diploma Semester 1 - Successful completion of 90% of semester units. Advanced Diploma Semester 2 - Successful completion of all remaining units. Successful completion is a subject pass rate of no less than 50% in graded assessment tests and satisfactory completion of Skilled Based Assessment Tasks.
24DDI	Certificate IV in Interior Decoration	1. 80% attendance. A demonstrated competency of all units for Cert IV only. 2. A demonstrated competency of 85% or more of course requirements for semesters 1 & 2 (of 4). 3.Semsters- 4 Demonstrated competency of all units
25DDI	Diploma of Interior Design and Decoration	
25ICT	Diploma of Information Technology	Diploma Semester 1 - Successful completion of 75% of semester units. Diploma Semester 2 - Successful completion of all remaining units.
26ICT	Advanced Diploma of Computer Systems Technology	Advanced Diploma Semester 1 - Successful completion of all semester units. Advanced Diploma Semester 2 - Successful completion of all remaining units.
23MEL	Certificate III in Locksmithing	Certificate III Semester 1 - Successful completion of 50% of semester units.
25MMEL	Diploma of Engineering Technology - Locksmithing stream	Certificate III Semester 2 - Successful completion of 70% of semester units. Certificate III Semester 3 - Successful completion of 70% of semester units. Diploma - Successful completion of all remaining units.