



## Student Peer Support Program (SPSP) Policy

<b>Policy Category</b>	Student Support		
<b>Document Owner</b>	Head of Compliance & Quality Assurance		
<b>Responsible Officer</b>	Student Support Team Leader		
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<b>Related Documents</b>	<i>Academic Progression Policy</i> <i>Academic Progression Procedure</i> <i>Assessment Policy</i> <i>Enrolment Policy</i> <i>Fees Policy</i> <i>National Code Compliance</i> <i>Program Development Policy</i> <i>Program Development Procedure</i> <i>Student Code of Conduct</i> <i>Student Support Framework</i> <i>Students at Risk Policy</i> <i>Students at Risk Procedure</i>		
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1.0	Head of Compliance & Quality Assurance	Head of Compliance & Quality Assurance	02/09/2022

### 1. Context

This procedure supports the commitment of the Australian College of Business Intelligence ('ACBI') to providing the required resources and support to facilitate academic progression and program completion. This Policy should be read in conjunction with the *Academic Progression Policy*, which further addresses support for students.

### 2. Definitions

Academic progression: The level of academic achievement of a student towards completion of their program.

Academically high performing student: a student who has received minimum credit for all their assignments and has not failed any subject during their enrollment

Mentor: Academically high performing student participating in the SPSP to provide support to academically underperforming students

Mentee: An academically underperforming student who has been requested and agreed to participate in the program as part of the intervention strategy to support their progression

Peer Support: The engagement of high performing students to support peers facing challenges with their academic performance.

SPSP: Student Peer Support Program

### 3. Scope

This Policy applies to all enrolled domestic and overseas students at the Institute and the staff involved in the



administration, assessment, and support of those students.

#### 4. Policy Principles

The key principles informing this policy are:

- provision of tools to evaluate their academic progress;
- fair, consistent, and respectful treatment;
- provision of timely advice on their performance; and
- provision of support to facilitate academic progression.

#### 5. Policy details

The Student Peer Support Program policy outlines the principles for engagement of highly performing students to provide support to peers facing challenges with their academic performance. ACBI is committed to ensuring the provision of a policy to support equal access to the program to both mentors and mentees

With this policy, AIBI intends to address and uphold the RTO Vocational Education Standards Framework Standards (ASQA 2015): Student Participation and Attainment that requires the provision of specific strategies to support transition, including:

- a. assessing the needs and preparedness of individual students and cohorts
- b. undertaking early assessment or review that provides formative feedback on academic progress and can identify needs for additional support, and
- c. providing access to informed advice and timely referral to academic or other support.

#### 6. Program access

The program is accessible to all students who wish to participate. The requirements are outlined below:

**Mentor:** Any student who has demonstrated high academic performance during their enrolment can apply for the role of mentor

**Mentee:** Any student who does not meet the requirements to progress in their studies and is deemed to require additional support

#### 7. Exclusion

Any student reported to be in breach of the Student Code of Conduct, the Fees policy and the Enrolment Policy will not be able to access the program either as a Mentor or a Mentee.

#### 8. Program Implementation

ACBI Student Support Team Leader is responsible for the program implementation in collaboration with the Academic and the Student Support Departments.

#### 9. Breaches

If a student or staff member is found to be in breach of this Policy, they may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure and the Student Code of Conduct

#### 10. References

*RTO Vocational Education Standards Framework 2015*

*National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 6, 8, 9*



## 11. Acknowledgements

In developing this policy, ACBI acknowledges:

- *ASQA's Glossary of Terms*
- *TEQSA Guidance Note: Diversity and Equity*
- *AIBI HE Student Peer Support Program*

## 12. Document History

Version	Date	Author	Reason	Sections
1.0	02/9/2022	Chaido Kiourkou	Policy creation	All