

## Student Peer Support Program (SPSP) Procedure

<b>Policy Category</b>	Student Support		
<b>Document Owner</b>	Head of Compliance & Quality Assurance		
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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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0.1	Academic Board		

### 1. Context

This Procedure implements the Australian Institute of Business Intelligence's (the 'Institute') *Academic Progression Policy*. This Procedure details the process by which the academic progress of students is monitored so that individual students can be provided with advice and support to facilitate successful program completion.

### 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

**Librarian**: The person who is responsible for managing learning resources and providing information services support to all student

**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 Procedure 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. Procedure**

The Student Peer Support Program (SPSP) aims to provide all the support to the students who are underperforming academically.

##### **4.1 Identifying students in need of support**

The Librarian in collaboration with the Student Support Team will monitor student participation and performance every term. At the end of each term the students who do not demonstrate the required progression will be invited to participate to the program. After the required consultation, the Librarian will bring the Mentor and the Mentee in contact and work with them on identifying the areas of improvement and set the timelines.

##### **4.2 Program requirements**

The program requires both participants, the Mentor, and the Mentee, to work closely for a period of 12 weeks to support the mentee through a full trimester.

A weekly meeting should be organized between the Mentor and the Mentee to work together on a weekly course of action and assess the effectiveness of the previous week plan.

The Mentor, the Mentee and the Librarian will meet fortnightly to assess the program success and the relevant information will be added to the Mentee record in the student management system for future reference.

Both Mentor and Mentee should not have any outstanding fees to participate to the program.

The Mentor is expected to support and guide the Mentee in

- Managing study load
- Accessing resources
- Assignment submission
- Preparation for exams

The Mentee is expected to collaborate closely with the Mentor to

- Organize study load effectively
- Use learning resources effectively
- Submit all assignments in a timely manner
- Prepare for exams in an effective manner

Both the Mentor and the Mentee are expected to sign the program participation agreement and meet all the requirements presented in detail.

##### **4.3 Program Conclusion**

The program will conclude at the end of the trimester with the compilation of a report by the Librarian on the program and its outcomes

##### **4.4 Program Success Evaluation**

The program success will be evaluated through the monitoring of the Mentee performance in the trimester and the feedback received from the Lecturers. The overall program effectiveness will be determined based on the feedback received from both the Mentor and the Mentee in the respective surveys.

#### **Document History**

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0.1	13/5/2022	Chaido Kiourkou	Policy creation	All