



Completion within the expected duration of study [National code 9]

1.0 Purpose

- 1.1 The purpose of this procedure is to define the system used to monitor and manage course duration for each student.

2.0 Responsibility

- 2.1 The PEO or DoS is responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements

3.0 Requirements

- 3.1 Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the circumstances listed in 3.3 of this procedure apply.
- 3.2 In each study period students must be studying at least one unit that is not by distance or online learning.
- 3.3 The College may extend the duration of the student's course only in the following circumstances:
 - On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class) and a deferment or suspension of study has been granted; or
 - In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and a deferment or suspension of study has been granted.
 - Where the College is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted
 - Where the College is implementing an intervention strategy for students at risk of not meeting academic progress requirements
 - Where the College has approved the deferral of commencement of studies or the suspension of study.
- 3.4 Any extension to the duration of a student's course must be notified by the College on PRISMS and if necessary a new ECoE issued.
- 3.5 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by the College on the student's file

4.0 Definitions

- 4.1 Study period means one term of study-i.e.1 Stage of Study

5.0 Method

- 5.1 At the time of initial enrolment each student will be furnished with a training program schedule which will identify the units required to be completed in each study period in order to complete the qualification within the normal duration as indicated on the CRICOS register
- 5.2 After the completion of each study period student results will be entered on the student database and a progress report generated for each student whose progress has fallen behind the training program schedule.
- 5.3 Each student identified as falling behind the training program schedule will have their program reviewed by the the class Educator/Trainer in the first instance and then by the Director of Studies(DoS) and modified in order to ensure they will complete within the expected duration. Strategies to be considered for achieving the outcome will include:
 - Resitting assessments
 - Undertaking additional units in subsequent study periods to "catch up" with their training program schedule.
 - Optional holiday programs



- 5.4 A copy of the modified program and a written explanation of the need for the modified program will be provided to the student and placed on the student's file.
- 5.5 If a student's program cannot be modified so that they will complete within the expected duration of study as recorded on the CRICOS register they will be deemed to be at "at risk" of not meeting satisfactory course progress requirements and placed on an intervention strategy as documented elsewhere in the Course Progress Monitoring and Intervention Strategy (National Code 10).

