

## VPS09 COMPLETED WITH EXPECTED DURATION POLICY AND PROCEDURE

### Abbreviations:

<b>ATMC (The Company)</b>	Australian Technical and Management College
<b>CAL</b>	Computer Aided Learning
<b>CEO</b>	Chief Executive Officer
<b>CoE</b>	Confirmation of Enrolment
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>DHA</b>	Department of Home Affairs
<b>LMS</b>	Learning Management System
<b>PRISMS</b>	Provider Registration and International Student Management System
<b>VET</b>	Vocational Education and Training

## Policy

### 1 Purpose

- 1.1. The purpose of this policy and procedure is to define the system used to monitor and manage course duration for each student to ensure that he or she completes the course within the expected duration as specified on his or her confirmation of enrolment (CoE).
- 1.2. This policy and procedure only applies to international students.

### 2 Scope

This Policy and Procedure applies to persons seeking to enrol as students, staff and members of decision-making bodies at ATMC.

### 3 Responsibilities

- 3.1 The CEO / VET Manager is responsible for the implementation of this procedure and for:
  - 3.1.1 Ensuring staff and students are aware of its application
  - 3.1.2 Ensuring staff implement its requirements.
- 3.2 All Staff and Students
  - 3.2.1 Safety and security responsibilities will be shared by all members of ATMC's education community who will work together to ensure high standards are maintained on-campus.

## Procedure

### 4 International Students

- 4.1 Are required to complete their course within the expected duration of study, as specified on their CoE.

- 4.2 The expected duration means the student must not exceed the CRICOS registered course duration, unless the circumstances listed in this policy and procedure apply.
- 4.3 The student's progress will be monitored closely. Where required, ATMC will take actions (as specified in Course Progress and Intervention Strategy for International Students Policy and Procedure) to make sure students can complete the course within the expected duration.
- 4.4 A full-time student load is planned as a minimum of twenty (20) hours scheduled attendance per week, however students may be engaged for less than this minimum requirement due to:
  - 4.4.1 Compelling and compassionate reasons to reduce the study load.
  - 4.4.2 The intervention strategy being implemented.
  - 4.4.3 The student having studied extra units or planning to study extra units in another study period.
  - 4.4.4 The student has only a few units left to complete the course and these do not constitute a full-time load.
  - 4.4.5 Unavailability of prerequisite units at the time they are required.
- 4.5 Students may take the increased study load in each study period due to:
  - 4.5.1 Compelling and compassionate reasons to increase the study load.
  - 4.5.2 The intervention strategy being implemented.
  - 4.5.3 Approval to fast track their course.
  - 4.5.4 ATMC offers no more than 25% of student's total course with computer aided learning (CAL). All records of CAL are retained on the Learning Management System (LMS).
- 4.6 Where it is clear that the student will not complete the course within the expected duration, as specified on his or her confirmation of enrolment (CoE), ATMC may extend the duration of the student's course in the following circumstances:
  - 4.6.1 In exceptional compassionate or compelling circumstances beyond the student's control:
    - 4.6.1.1 On medical grounds (a medical practitioner's certificate must be provided indicating the student is unable to attend class);
    - 4.6.1.2 Serious illness or death of a close family member (independent evidence of the exceptional circumstances must be provided);
    - 4.6.1.3 Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
    - 4.6.1.4 A traumatic experience which could include involvement in, or witnessing of a serious accident, and witnessing or being the victim of a serious crime.
- 4.7 Where ATMC is unable to offer a prerequisite unit at the time it is required
- 4.8 Where ATMC is implementing an intervention strategy for students at risk of not meeting satisfactory course progress requirements.
- 4.9 Where ATMC has approved the deferral of commencement of studies or the suspension of study under Standard 9 (Refer to Deferral, Suspension, or Cancellation of Enrolment Policy and Procedure).

- 4.10 When students are transitioned to new training packages and the transition and teach out periods result in an extension of course duration.
- 4.11 The variation to the student's enrolment load which may affect the student's expected duration of study, and the reasons for the variation, will be recorded by ATMC on the student's file and the student management system (VETtrak).
- 4.12 In case the student cannot reasonably complete his or her course within the expected duration, ATMC will not issue a new CoE until the length of an extension of duration of study can be accurately predicted. When the required extension of duration of study is specified, ATMC will adjust the CoE accordingly and issue a new CoE to the student.
- 4.13 ATMC must correctly report any variation to the duration of a student's course on the Provider Registration and International Student Management System (PRISMS).

## 5 Method

- 5.1 At the time of initial enrolment, each student will be provided with a training plan 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 For students who are identified as being "at risk" (as defined in Course Progress and Intervention Strategy for International Students Policy and Procedure) for their course progress and who are under ATMC's intervention strategy, their training plan may be adjusted to accommodate the proposed action plan
- 5.3 The process used in Course Progress and Intervention Strategy for International Students Policy and Procedure and its associated intervention strategy will be used to monitor whether students are at risk of not completing their courses within the expected duration.
- 5.4 See Course Progress and Intervention Strategy for International Students Policy and Procedure for further details.

### Definitions:

<b>Study Period</b>	Is a discrete period of time measured in weeks. The study period begins from the student's actual commencement date. The course may contain one or more study periods. Different courses have study periods of different duration. All study periods within a course will be the same except for the final study period which may be shorter due to a course coming to an end, but it will still be considered as a full study period.
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### Legislation and Related Documents

- [Education Services for Overseas Students Act 2000](#)
- [National Code of Practice 2018](#) – Standard 2 and 8
- Course Progress and Intervention Strategy for International Students Policy and Procedure
- Deferral, Suspension, or Cancellation of Enrolment Policy and Procedure

## Version Control

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