**P13_Course Completion within
Expected Duration Policy**

International Technical Institute
Level 2/15, Queen Street Melbourne, Victoria 3000
RTO: 45771 **CRICOS**: 03959J
Phone: 03 8609 0584
Email: ceo@iti.edu.au
Website: www.iti.edu.au

1. Purpose

The purpose of this policy is to ensure that students complete their studies within the expected duration of the course and **International Technical Institute** (ITI) only extends the duration in the circumstances outlined in Standard 9 of the National Code of Practice for providers to international students.

This policy should be read in conjunction with the *Course Progress Policy*.

2. Scope

This policy applies to all the current students of ITI.

3. Definitions

Course: A program of study comprising units of competency leading to a qualification or an award

Expected Duration: Expected duration of a course is as specified on Confirmation of Enrolment (CoE) for eachcourse

DHA (Formally DIBP): Department of Human Affairs

PRISMS: Provider Registration and International Students Management System

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018

5. Policy

5.1 This policy supports "Standard 8.3 National Code of Practice for Registration Authorities & Providers ofEducation & Training to Overseas Students 2018" which states:

Registered providers must monitor progress of each overseas student to ensure that the overseas student is in aposition to complete the course within expected duration specified on the overseas student's CoE.

5.2 Students are required to complete their studies within the timeframe indicated on their CoE and student visa. The ITI shall endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. A copy of each student's CoE will kept on the student's file and variations to the CoE will also be retained within the student file.

5.3 ITI only provides on-line learning to international students as stipulated under the National Code standards and ensures that it maintains contact with students and monitor any issues that students may have.

5.4 All students are required to attend ITI on a full-time basis to ensure they meet the assessment and participation requirements of respective units and courses.

5.5 Procedures for monitoring course progress and participation shall be implemented and appropriate intervention processes followed where students are not meeting these requirements. ITI shall monitor all students' ability to complete their course within the expected duration in a number ofways:

- Trainers / Assessors shall meet regularly to ensure that students are progressing across all areas of trainingbeing provided.
- Monitoring of course progress and participation by Student Administration and the Admin Manager
- Ensuring complete timetable and schedule for the program is developed, implemented and reviewedwhere required.

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5.6 Where a student is identified as being at risk of not completing the program within the expected duration ITI shall implement appropriate intervention steps to prevent this from occurring.

These intervention steps will include meeting with the student to identify the cause that is placing the student at risk. Within this meeting, strategies to assist the student in completing the course within the expected duration shall be discussed and implemented as required. These strategies may include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the student's ability to complete the course requirements
- Review of assessment strategies
- Variation of student enrolment load

5.7 Where a student is identified of being at risk of not completing their course in the expected duration due to lack of course progression, the student's enrolment load may be adjusted to ensure the student has the opportunity to complete the course successfully. Where this is the case the student's study period may be extended.

5.8 Student will have access to ITI's student support services to ensure that students adjust to study and life in Australia, maintain satisfactory academic performance, and have access to student support services to assist in the transition to life and study in a new environment (Ref: Student Support and Welfare Policy). ITI is committed to supporting students and ensuring that they achieve their intended academic goals.

5.9 ITI will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

a) Compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre- requisite unit);
b) ITI implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
c) An approved deferment or suspension of study has been granted under Standard 9 of The National Code.

5.10 All meetings must be documented, and any strategies arranged must also be documented.

5.11 All changes to a student's course duration is to be reported via the PRISMS reporting system and records /documents of reasons and the decision process to be kept in student files

6. Responsibility

Trainers/Assessors are responsible for monitoring student performance and reporting any irregularities.
Admin Manager is responsible for monitoring students' overall course progress and identifying students at risk of not completing the program within the expected duration.
The Admin Manager is responsible for implementing intervention strategy when necessary.
The Admin Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.
The CEO has overall responsibility for the implementation and review of this policy.
Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to:
ceo@ITI.edu.au