

PP2.13 – Course Completion within Expected Duration

Policy area	Student Support
Standards	Outcome Standards for RTOs, Standard 2.5.
Responsibility	CEO, RTO Manager, RTO Manager or Delegate
Classification	Internal Only

Purpose

The purpose of this policy and procedure is to:

- Ensure that students complete their studies within the expected duration of the course and Gippsland Trade Institute 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**.

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 each course

DHA (Formally DIBP): Department of Human Affairs

PRISMS: Provider Registration and International Students Management System

Policy statement

3.1 This policy supports “Standard 8.3 National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018” which states:

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

3.2 Students are required to complete their studies within the timeframe indicated on their CoE and student visa. The Gippsland Trade Institute 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 be kept on the student's file and variations to the CoE will also be retained within the student file.

3.3 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.

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

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

- Trainers / Assessors shall meet regularly to ensure that students are progressing across all areas of training being 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 reviewed where required.

3.6 Where a student is identified as being at risk of not completing the program within the expected duration Gippsland Trade Institute 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

3.7 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.

3.8 Student will have access to Gippsland Trade Institute’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). Gippsland Trade Institute is committed to supporting students and ensuring that they achieve their intended academic goals.

3.9 Gippsland Trade Institute 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) Gippsland Trade Institute 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.

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

3.11 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

Considerations

None.

Procedure

Steps	Person/s responsible
5.1 Monitoring the Performance and providing the extension	
i.	Gippsland Trade Institute shall monitor all students’ ability to complete their course within the expected duration in a number of ways:
	Trainer/ Assessors

	<ul style="list-style-type: none"> ○ Trainers / Assessors shall meet regularly to ensure that students are progressing across all areas of training being 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 reviewed where required. 	
ii.	Where a student is identified as being at risk of not completing the program within the expected duration Gippsland Trade Institute shall implement appropriate intervention steps to prevent this from occurring.	Trainer, RTO Manage or delegate/Student support officer
iii.	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.	RTO Manage or delegate/Student support officer
iv.	All meeting records will be documented in the student support meeting record . and saved to the student record within the student management system.	RTO Manager or Delegate

Other documents to consider with this policy

Policies

- PP2.4 - Student support and Wellbeing Policy
- PP2.9-2.10-Complaints Handling and Appeals Policy

Forms

- Student Support Meeting Record

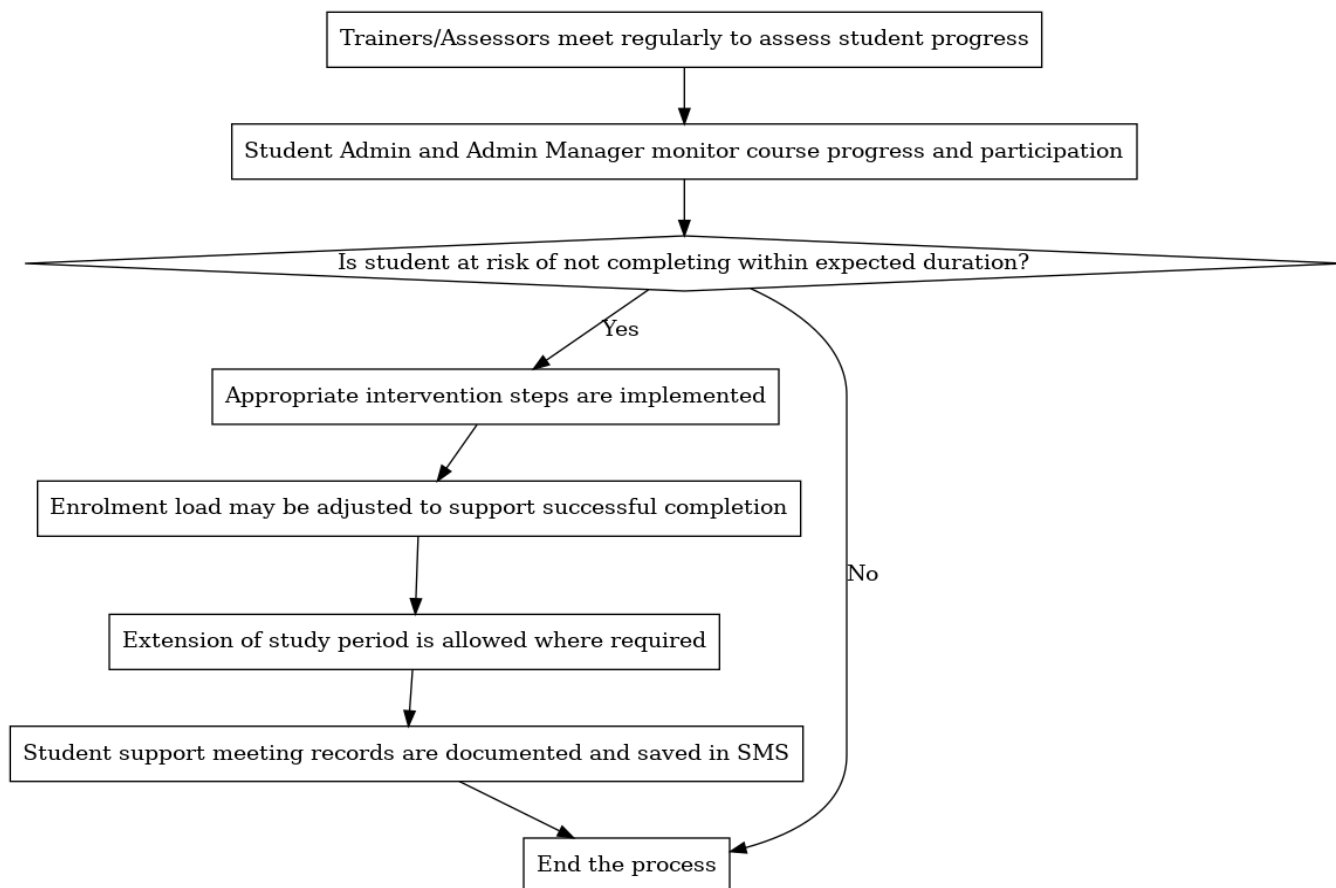
Handbooks, manuals or other documents

- Student Handbook



Flow chart

Course Completion



Reference(s)

Outcome Standards for RTOs, Standard 2.5. The learning environment promotes and supports the diversity of VET students. The RTO demonstrates: (a) it fosters a safe and inclusive learning environment for VET students, and (b) it fosters a culturally safe learning environment for First Nations people.

