Completion within the Expected Duration of Study Policy and Procedure

SCOPE

This policy applies to all ATMC international VET and ELICOS students and ATMC staff who deal with all matters concerning VET and ELICOS.

POLICY

This policy support the ESOS National Code 2007 Standard 9.

1. ATMC monitors the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. ATMC only enables students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

2. ATMC has and implements Monitoring Course Progress Policy and Procedure for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. In monitoring this enrolment load, ATMC ensures that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

3. ATMC may 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 (e.g. 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. ATMC 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 13.

4. Where there is a variation in the student’s enrolment load which may affect the student's expected duration of study, ATMC is to record this variation and the reasons for it on the student file. ATMC will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

5. Except in the circumstances specified in policy no 3 above, the expected duration of study specified in the student’s CoE must not exceed the CRICOS registered course duration.

PROCEDURE

Definition

<table>
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<tr>
<th>Terms</th>
<th>Definitions</th>
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<tr>
<td>Appeal</td>
<td>Request by a student to have a matter heard and/or re-considered after receiving an unfavourable decision.</td>
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<td>At Risk</td>
<td>Being “at risk” of not meeting satisfactory course progress requirements means:</td>
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<td>• Failing 50% or more units in a study period for VET students</td>
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<td>• Failing 50% or more of total score of the course requirement for ELICOS students</td>
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**Intervention Strategy**
An individual plan to provide academic support and/or assistance to an international student identified ‘at risk’ of achieving satisfactory academic progression.

**Not Yet Competent (NYC)**
Not meeting the required performance criteria to achieve satisfactory outcome for the unit of competency for VET students.

**PRISMS**
Provider Registration and International Students Management System
The management information system used by the Department of Education and DIBP to record international student program enrolment details.

**Study period**
Study period refers to 10 weeks of study for Non-EAL students, 24 weeks for EAL students and 20 weeks for ELICOS students.

**Unsatisfactory Academic Progress**
Unsatisfactory progress is defined as a student not successfully completing or demonstrating competency in at least 50% or more of the course requirements in two consecutive study periods.

**Satisfactory Academic Performance**
An international VET student is displaying satisfactory academic performance if the student is achieving a competent result in all assessments for all units of competency undertaken in a given study period and is on track to successfully complete their program within the expected duration of study.

An international ELICOS student is displaying satisfactory academic performance if the student is achieving at least 50% of total score of the course requirement in a given study period and is on track to successfully complete their program within the expected duration of study.

**COMPLIANCE EVIDENCE**
For ATMC to show it is complying with Standard 9, it has the following as evidence:
- A Training and Assessment Strategy for the qualification / a course
- A course schedule/timetable applicable to each student individually or as a group
- Monitoring Course Progress Policy and Procedure
- A documented intervention strategy for students at risk of not making satisfactory course progress
- Evidence of assessing students’ course progress at the end of each study period;
- Documented evidence in students’ files of any intervention measures implemented for them.

**PROCEDURE:**

**Advice to students**
At the orientation session students will be advised of the meaning and requirements for course progress and of the requirement to complete the course by the scheduled end date of the course.

**Allocation of enrolment load**
On enrolment at ATMC students, will be allocated an enrolment load (list of units of competency to be completed) which is consistent with the expected duration of the qualification being studied.
Extending the duration of a student’s COE on the basis of lack of satisfactory academic performance

Monitoring of academic progress is fully specified in the associated ATMC policy and procedure related to Standard 10 of the ESOS National Code.

It involves:
- Early detection of, and intervention in, unsatisfactory academic performance
- Review of academic performance at end of first study period
- Monitoring and implementing intervention strategies for students with lack of satisfactory academic performance during a consecutive study period.
- Review of academic performance at end of consecutive study period.

ATMC policy and procedure for monitoring academic progress, ESOS National Code 10, consistent with the Department of Education-DIBP Policy and Procedure, indicates that at all stages of reviewing the performance of students and implementing intervention strategies, the likely or possible impact on the student’s course duration will be considered and noted. The benchmark for consideration is twofold, namely
- the study program as outlined in the Training and Assessment Strategy and
- the end date for the course as specified on the students’ COEs.

Using these benchmarks the Course Coordinator in conjunction with the VET Coordinator will determine that the student’s academic progress is such that the student, no matter what intervention strategy is implemented, cannot reasonably complete his or her course within the expected duration as specified on the student’s CoE. This would normally be done as part of the academic review process conducted at the end of a students’ penultimate, study period. In simple terms the Course Coordinator in conjunction with the VET Coordinator, decide in conjunction with the student that it is not possible for the student to successfully complete all the remaining units necessary for the award of the qualification within the expected duration. Using the allocated hours identified in the Training and Assessment Strategy and the proposed delivery schedule of the college the Skills Department Head/ Course Coordinator identify the expected extra time required for the student to fully complete the requirements of the qualification.

On determination of the additional time and agreement with the student which is after the student completes and signs a request form and VET Coordinator approves it, the VET Coordinator will formally advise the Admissions Coordinator/ Staff in writing, that a new CoE should be issued to extend the duration of the student’s study.

The Admissions Coordinator/ Staff will notify the Secretary of Department of Education through PRISMS within 10 working days.

Copies of all outcomes and notifications related to the process are kept on the student’s file in accordance with ATMC’s policies and procedures

Extending the duration of students COE on the basis of compassionate and compelling circumstances

In some cases involving student well being, ATMC may consider extending the duration of a student’s period of enrolment on the basis of a period of student or College initiated suspension being granted for compassionate or compelling circumstances.

Compassionate and compelling circumstances generally include:
- serious illness or injury where a medical certificate states that the student is unable to attend class
b. bereavement of close family members such as parents or grandparents (documented evidence must be provided).

c. serious illness, accident or family incident which requires emergency travel which has impacted on the student’s studies;

d. the inability to begin study on the course commencement date stated on the Confirmation of Enrolment (CoE) due to delay in receiving a student visa

e. major political upheaval or natural disaster in the home country requiring their immediate travel

f. a traumatic experience which could include but is not limited to:
   - involvement in or witnessing of an accident or
   - a crime committed against the student or
   - the student has been a witness to a crime and this has impacted on the student.

In granting approval or initiating a suspension on the basis of compassionate or compelling reasons ATMC will examine the impact of such a period of suspension on the expected duration of the course. Normally as a part of approval of such a suspension the Course Coordinator/ VET Coordinator will develop an agreed action plan in conjunction with the student so that the absence from the college will have minimal impact on course duration. Such an action plan may include
- Additional reading and self paced activities
- Delayed assessment
- Self directed project work
- Workbook activities

If the approval of such a suspension is likely or possible to impact on the expected course duration the Course Coordinator will note this on the student file.

The Course coordinator in conjunction with the VET Coordinator will determine if the period of suspension is such that the student, no matter what intervention strategy is implemented, cannot reasonably complete his or her course within the expected duration as specified on the student’s CoE. This would normally be done as part of the academic review process conducted at the end of a students’ penultimate, study period. In simple terms the Course Coordinator and the VET Coordinator, decide in conjunction with the student whether it is possible, because of the period of suspension granted on the basis of compassionate or compelling circumstances, for the student to successfully complete all the remaining units necessary for the award of the qualification within the period of a single term. Using the allocated hours identified in the Training and Assessment Strategy the VET Coordinator and Course Coordinator identify the expected extra time required for the student to fully complete the requirements of the qualification.

On determination of the additional time and agreement with the student which is after the student completes and signs a request form and VET Coordinator approves it, the VET Coordinator will formally advise the Admissions Coordinator/ Staff that a new CoE should be issued to extend the duration of the student’s study. ATMC will notify the Secretary of Department of Education through PRISMS within 10 working days.

Copies of all outcomes and notifications related to the process are kept on the student’s file in accordance with the ATMC’s policies and procedures.

Extending the duration of students COE on other grounds

In some cases involving student actions, ATMC may consider extending the duration of a student’s period of enrolment on the basis of grounds other than academic performance or compassionate or compelling circumstances. Such grounds are generally defined in ESOS national code 13. In these matters ATMC is generally the initiator of action in relation to the student. The matters normally arise from periods of college
initiated suspension, and give the student the right to access ATMC’s Complaints and Appeals procedures. Where the decision of the college is upheld and a period of suspension prevails the college will work with the student through the VET Coordinator to minimise the impact on the course duration. Such actions as is the case for compassionate and compelling circumstances may include

- Additional reading and self-paced activities
- Delayed assessment
- Self-directed project work
- Workbook activities

To be undertaken during the period of suspension.

The Course Coordinator in conjunction with the VET Coordinator will determine if the period of suspension is such that the student, no matter what intervention strategy is implemented, cannot reasonably complete his or her course within the expected duration as specified on the student’s CoE.

On determination of the additional time and agreement with the student which is after the student completes and signs a request form and VET Coordinator approves it, the VET Coordinator will formally advise Admissions Coordinator that a new CoE should be issued to extend the duration of the student’s study. The Admissions Coordinator will notify the Secretary of Department of Education through PRISMS as soon as practicable.

RESPONSIBILITY

VET Coordinator

The VET Coordinator has responsibility to ensure that all administrative and teaching staff are aware of the requirement for students to satisfactorily complete the course within the specified time and of the obligation of the ATMC to intervene if it is perceived that the student is ‘At Risk’ of not finishing on time.

Issuing a new COE extending a student’s period of study is a last resort action of the ATMC and it is the responsibility of the VET Coordinator on the advice of the Course Coordinator, to approve such an extension.