Competition within expected duration of study

Policy and Procedure No. 111
Completion with expected duration of study

International Training College monitors the enrolment load of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment and do not exceed the allowable portion of online or distance learning.

International Training College will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

Purpose

The purpose of this policy and procedure is to ensure that course progress of students is monitored and that International Training College is proactive in notifying and counselling students who are at risk of failing to complete the course within the expected duration of study.

Scope

This policy and procedure applies to all staff of International Training College who are involved in training and assessing and in the administration of this area. Trainer/assessor staff in particular should have a clear understanding of this policy and procedure so that they can ensure learner/candidates are aware of this process.

Procedure

International Training College has a Students’ Records System which is used to record student enrolment, attendance, results achieved for each study period and overall expected duration of study. At the end of each study period, staff and teachers will monitor 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, International Training College will ensure 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.

International Training College 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:

- Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where International Training College was unable to offer a pre-requisite unit)
- International Training College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- An approved deferment or suspension of study has been granted under Standard 13.

Where there is a variation in the student’s enrolment load which may affect the student’s expected duration of study in accordance with paragraph 3, International Training College will record this variation and the reasons for it on the student file. International Training College 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.

International Training College may allow the student to undertake no more than 25 per cent of the student’s total course by distance and/or online learning. However, International Training College will not enrol the student exclusively in distance or online learning units in any compulsory study period.

Except in the circumstances specified in paragraph 3, the expected duration of study specified in the student’s CoE will not exceed the CRICOS registered course duration.

References

The National Code 2007

Policy and Procedure No. 112 Monitoring Course Progress