

# COMPLETION WITHIN EXPECTED DURATION POLICY

## INTRODUCTION

Vocational Training Institute VTI will monitor the enrolment load and course progress of each student to ensure that they complete the course within the duration specified in the CoE. VTI only enables students to extend the expected duration of study for the course through the issuing of a new CoE under limited circumstances.

## POLICY

- a) VTI implements the Course Progress Policy and procedures 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.
- b) VTI does not offer online or distance learning courses; students are required to complete the necessary requirements in a face-to-face environment.
- c) VTI 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 one or more of the following circumstances:
  - i. VTI has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment
  - ii. VTI has implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress
  - iii. An approved deferment or suspension of study has been granted.
- d) Compassionate or compelling circumstances are defined as those which are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
  - i. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - ii. Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
  - iii. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
  - iv. A traumatic experience, which could include:
    - Involvement in, or witnessing of a serious accident; or,
    - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).
  - v. where VTI was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- e) Where a student requests an 'extension' to their CoE because the student or VTI has identified that the student will not be able to complete their course of study by the Proposed Course End Date indicated on the CoE, VTI will select the SCV report option in PRISMS titled 'Student requests change to existing enrolment.'
- f) Where there is a variation in the student's enrolment load which may affect the student's expected duration of study, VTI will record this variation and the reasons for it on the student file. VTI will report the student via PRISMS and/or issue a new CoE.

- g) Except in the circumstances specified in VTI's Deferment, Suspension and Cancellation Policy the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.



Vocational  
Training Institute