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RTO 41111 CRICOS 03487C

Course Completion Within Expected Duration Policy and Procedure

1. Policy

This policy is primarily in line with ESOS Act 2000, Education for Overseas Students Amendment Act 2014, National Code of Practice for Providers of Education and Training to Overseas Students, National Code 2018 and Standards for RTO (SRTO) 2015.

2. Purpose

The purpose of this policy is to 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.

3. Scope

This policy applies to all VTI students and staff associated with this policy and procedure.

4. Definitions

CoE: Confirmation of Enrolment.

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

DHA: Department of Home Affairs.

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

PRISMS: Provider Registration and International Students Management System.

SMS: Student Management System

5. Requirements, Policy and Procedure

i. Students are required to complete their studies within the timeframe indicated on their CoE and student visa. VTI shall endeavor 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 admin file and any variations to the CoE will also be retained on the student admin file.

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ii. VTI does not offer online or distance learning courses; students are required to complete the necessary requirements (assessment and participation) in a face-to-face environment. In case, under limited circumstances if VTI provides online training, VTI ensure that it maintains contact with students and monitor any issues that student's may have.

iii. 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 (Ref: Monitoring Course Progress Policy and Procedure).

iv. Where a student is identified as being 'at risk' of not completing the course within the expected duration VTI 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 intervention meeting, strategies to assist the student in completing the course within the expected duration shall be discussed and implemented as required.

v. Where a student is identified of being 'at risk' of not completing their course in the expected duration due to lack of course progress, the student's enrolment load may be adjusted to ensure the student has the opportunity to complete the course successfully.

vi. Student will have access to VTI'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 Services Policy and Procedure).

vii. 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:

- VTI has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment
- VTI has implementing its intervention strategy for students who were 'at risk' of not meeting satisfactory course progress
- An approved deferment or suspension of study has been granted.

viii. 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:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;

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- Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- 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).
- 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.

ix. 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.

x. 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, copy will be retained in student admin file ad updated in SMS.

xi. Except in the circumstances specified in VTI's Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure, the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.

xii. If VTI extends the duration of the student's enrolment, VTI must advise the student to contact DHA to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

6. Relevant Documents

- Monitoring Course Progress Policy and Procedure
- Intervention Strategy Form
- Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure
- Deferment or Suspension Request Form
- Student Support Services Policy and Procedure
- CoE