



Completion within the expected duration of study

1.0 Purpose

- 1.1 The purpose of this procedure is to define the system used to monitor and manage course duration for each student in compliance with the National Code, Part D Standard 8.

2.0 Responsibility

- 2.1 The Academic Manager is responsible for the implementation of this procedure and to ensure that staff and are aware of its application and implement its requirements

3.0 Policy

- 3.1 Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the exceptional circumstances as listed in 3.6 of this procedure apply.
- 3.2 A full-time student load is planned as a minimum of 20 hours scheduled attendance per week however students may be engaged for less than this minimum requirement due to:
- credit transfer granted
 - RPL granted
 - partial provision by distance education or e-learning
 - unavailability of key or prerequisite units at the time it is required
- 3.3 In each study period students must be studying at least one unit that is not by distance or online learning.
- 3.4 Over the duration of their course student loads must not exceed 25% of the delivery time being by distance or online learning.
- 3.5 The expected duration of study specified in the overseas student's Confirmation of Enrolment (CoE) must not exceed the CRICOS registered duration.
- 3.6 AVTI may extend the duration of the student's course **only** in the following exceptional circumstances:
- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class) and a deferment or suspension of study has been granted; or
 - In exceptional compassionate or compelling circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) and a deferment or suspension of study has been granted.
 - Where AVTI is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted
 - Where AVTI is implementing an intervention strategy for students at risk of not meeting academic progress requirements
 - Where AVTI has approved the deferral of commencement of studies or the suspension of study.
- 3.7 Any extension to the duration of a student's course must be notified by AVTI on PRISMS and if necessary, a new CoE issued.
- 3.8 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by AVTI on the student's file.

4.0 Definitions

Study period means one term of study (5 weeks or 10 weeks depending on when the course is started).

5.0 **Procedures**

- 5.1 At the time of initial enrolment each student will be furnished with a training program schedule which will identify the units required to be completed in each study period in order to complete the qualification within the normal duration as indicated on the CRICOS register.
- 5.2 Before commencement, the student will be advised of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.
- 5.3 After the completion of each study period student results will be entered on the student database and a progress report generated for each student whose progress has fallen behind the training program schedule.
- 5.4 Each student identified as falling behind the training program schedule will have their program reviewed by the Academic Manager and modified in order to ensure they will complete within the expected duration. Strategies to be considered for achieving the outcome will include:
 - Resitting assessments
 - Undertaking additional units in subsequent study periods to “catch up” with their training program schedule.
 - Optional holiday programs.
- 5.5 A copy of the modified program and a written explanation of the need for the modified program will be provided to the student and placed on the student’s file.
- 5.6 If a student’s program cannot be modified so that they will complete within the expected duration of study as recorded on the CRICOS register they will be deemed to be at “at risk” of not meeting satisfactory course progress requirements and placed on an intervention strategy as documented elsewhere in the Course Progress and Intervention Strategy.
- 5.7 If the student's enrolment is extended, the provider must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

6.0 **Revision history**

Revision	Date	Description of modifications
1	April 2016	Original
2	July 2020	Version3.0
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