

Completion within the Expected Duration of Study Policy and Procedures – International Students

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Policy

1. This policy supports Standard 8 of the ESOS National Code 2018.
2. For the purposes of Standard 8 of the ESOS National Code 2018, the expected duration of a course is the duration of the course as registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
3. The expected duration of study specified in the overseas student’s CoE must not exceed the CRICOS registered duration.
4. The Australian Centre of Further Education must monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student’s CoE.
5. Australian Centre of Further Education must not extend the duration of the overseas student’s enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - a. there are compassionate or compelling circumstances, as assessed by Australian Centre of Further Education on the basis of demonstrable evidence, or
 - b. Australian Centre of Further Education has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - c. an approved deferral or suspension of the overseas student’s enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student’s enrolment) of the National Code 2018.
6. If Australian Centre of Further Education extends the duration of the student’s enrolment, 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.
7. Australian Centre of Further Education must not deliver a course exclusively by online or distance learning to an overseas student.
8. Australian Centre of Further Education must not deliver more than one-third of the units (or equivalent) of a VET course by online or distance learning to an overseas student.
9. Australian Centre of Further Education must ensure that in each compulsory study period for a course, the overseas student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course if applicable.
10. Australian Centre of Further Education will take all reasonable steps to support overseas students who may be disadvantaged by:

- a. additional costs or other requirements, including for overseas students with special needs, from undertaking online or distance learning if applicable.
 - b. inability to access the resources and community offered by the education institution, or opportunities for engaging with other overseas students while undertaking online or distance learning if applicable.
11. Australian Centre of Further Education monitors 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, Australian Centre of Further Education 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.
 12. Australian Centre of Further Education monitors the workload of students to ensure they complete the course within the expected duration specified on their Confirmation of Enrolment (CoE) and does not exceed the allowable portion of online or distance learning. Australian Centre of Further Education will only enable to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances as per point 5 of the above policy.
 13. Australian Centre of Further Education has and implements the Course Progress and Intervention Strategy 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.
 14. Unsatisfactory course progress will be handled as described in Australian Centre of Further Education's Course Progress and Intervention Strategy Policy.
 15. Where there is a variation in the student's load that may affect their expected duration of study, this variation and the reasons for it must be recorded on the student's file and in the Student Management System (PowerPro).
 16. Australian Centre of Further Education 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.
 17. This policy applies to Australian Centre of Further Education's international students and staff.
 18. The CEO is responsible for the implementation of the policy and procedures and to ensure that students and staff are aware of its application and implement its requirements.

Procedures

Requirements

1. Students are required to complete their course within the expected duration of study as recorded on the CRICOS register and on their CoE unless the circumstances listed in point 5 of the above policy applies.
2. A full-time student load is planned as a minimum of 20 hours scheduled participation per week; however, students may be engaged for less than this minimum requirement due to:
 - credit transfers granted
 - RPL (Recognition of Prior Learning) granted
 - partial provision by distance education or e-learning
 - unavailability of key or prerequisite units at the time it is required
 - there are compassionate or compelling reasons for reducing the load
 - the reduced load is part of Australian Centre of Further Education's intervention strategy
 - the student has studied, or plans to study, extra units in another study period
 - the student has only a few units left to complete and these do not constitute a full-time load
3. In each study period (equal to 10-week duration), students must be studying at least one unit that is not by distance or online learning.
4. Australian Centre of Further Education may extend the duration of the student's course only in the following 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 circumstances beyond the students 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; or
 - Where Australian Centre of Further Education is unable to offer a key or prerequisite unit at the time it is required and a deferment or suspension of study has been granted; or

- Where Australian Centre of Further Education is implementing an intervention strategy for students at risk of not meeting academic progress requirements; or
 - Where Australian Centre of Further Education has approved the deferral of commencement of studies or the suspension of study.
5. Any extension to the duration of a student's course must be notified by Australian Centre of Further Education on PRISMS and if necessary a new CoE issued.
 6. Any extension to the duration of a student's course, and the reasons for the extension must be recorded by Australian Centre of Further Education on the student's file.

Definitions

1. 'Being at risk of not meeting satisfactory course progress requirements' means failing 50% or more units/ of course requirements in a study period.
2. 'Intervention Strategy' is an individual plan to provide academic support and/or assistance to an international student identified 'at risk' of achieving satisfactory academic progression.
3. 'Not Yet Competent (NYC)' means not meeting the required performance criteria to achieve satisfactory outcome for the unit of competency (for VET courses).
4. 'Study period' refers to 10 weeks of study.
5. 'Unsatisfactory Academic/ Course Progress' means not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. Students may be reported for unsatisfactory academic/ course progress in two consecutive study periods.
6. 'Satisfactory Academic/ Course Progress' means an international student is displaying satisfactory academic performance/ course progress if the student is successfully completing or demonstrating competency in at least 50% of the course requirements in a given study period and is on track to successfully complete their program within the expected duration of study.

Method

7. At the time of initial enrolment with Australian Centre of Further Education, students will be advised of the meaning and requirements for course progress and of the requirements to complete the course by the scheduled end date of the course.
8. Before each term starts, each VET student will be issued with a term planner which will identify the units required to be completed in each study period in order to complete the qualification within the expected duration as indicated on the CRICOS register and the student's CoE.
9. All students are required to attend scheduled classes on a full-time basis to ensure they meet the course progress requirements.

Extending the duration of a student's COE on the basis of lack of satisfactory academic performance/ course progress

1. Australian Centre of Further Education monitors students' academic progress that is specified in the Course Progress and Intervention Strategy Policy and Procedures that supports Standard 8 of the ESOS National Code 2018. It involves:
 - Early detection of, and intervention in, unsatisfactory academic performance
 - Review of academic performance at end of 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
2. Australian Centre of Further Education's policy and procedures for monitoring academic progress indicate 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 basis for consideration are the study program as outlined in the Training and Assessment Strategy for VET students and the end date for the course as specified on the students' COEs.
3. Based on the above basis for consideration, the VET Academic Manager will determine that the student's course 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 student's study period. The VET Academic Manager, together with the student, decides, that it is not possible for the student to successfully complete all the remaining units necessary for the award of the qualification for VET students. Using the allocated hours identified in the Training and Assessment Strategy and the proposed delivery schedule of Australian Centre of Further Education, the VET Academic Manager identifies the expected extra time required for the student to fully complete the requirements of the VET qualification.

4. After determining the additional time and agreement with the student which is after the student completes and signs a request form and the VET Academic Manager approves it, the Student Support Officer issues a new CoE with the extended duration included.
5. The Student Support Officer will notify the student of the extension of CoE by email and advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

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

1. Australian Centre of Further Education may consider extending the duration of a student's period of enrolment on the basis of a period of study or Australian Centre of Further Education initiated suspension being granted for compassionate or compelling circumstances. Compassionate and compelling circumstances generally include:
 - a. 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.
2. In granting approval or initiating a suspension on the basis of compassionate or compelling reasons, Australian Centre of Further Education 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 for VET students, the VET Academic Manager will develop an agreed action plan in conjunction with the student so that the absence from Australian Centre of Further Education will have minimal impact on course duration. Such an action plan may include:
 - a. Additional reading and self-paced activities
 - b. Self-directed project work
 - c. Delayed assessment
 - d. Workbook activities
3. If the approval of such a suspension is likely or possible to impact on the expected course duration, the VET Academic Manager 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 student's study period. The VET Academic Manager, together with the student, decides if 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 for students within the expected duration. Using the allocated hours identified in the Training and Assessment Strategy, the VET Academic Manager identifies the expected extra time required for the VET student to fully complete the requirements of the qualification.
4. After determining the additional time and agreement with the student which is after the student completes and signs a request form and the VET Academic Manager approves it, the Student Support Officer will extend the duration of the student's study and issue a new CoE.

5. The Student Support Officer will notify the student of the COE extension by email and advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Extending the duration of students COE on other grounds

1. Australian Centre of Further Education 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. In these matters Australian Centre of Further Education is generally the initiator of action in relation to the student. The matters normally arise from periods of Australian Centre of Further Education initiated suspension, and give the student the right to access Australian Centre of Further Education's Complaints and Appeals procedures. Where the decision of Australian Centre of Further Education is upheld and a period of suspension prevails, Australian Centre of Further Education will work with the student to minimise the impact on the course duration. Such actions as is the case for compassionate and compelling circumstances may include:
 - a. Additional reading and self-paced activities
 - b. Self-directed project work
 - c. Delayed assessment
 - d. Workbook activities

....to be undertaken during the period of suspension.
2. The VET Academic Manager 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.
3. After determining the additional time and agreement with the student which is after the student completes and signs a request form and the VET Academic Manager approves it, the Student Support Officer will extend the duration and issue a new CoE.
4. The Student Support Officer will notify the student of the COE extension by email and advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

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