

Policies and Procedures

POLICY: COMPLETION WITHIN EXPECTED DURATION	
CRICOS Ref:	Standard 8, 8.1 – 8.5
SRTO2015 Ref:	Standard 1,2 & 5, Clause 1.1, 1.2 (a-c), 1.3 (a-d),1.4, 2.1, 2.2 (a,b), 5.1, 5.2 (a,b (i-v), c, d (i-ii), e(i-iii), f)

Purpose	<p>This Policy/Procedure supports ‘Standard 8 – Overseas student visa requirements’ of the ‘National Code of Practice for Providers of Education & Training to Overseas Students 2018’ which states:</p> <p><i>“The registered provider 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 eCoE.”</i></p> <p>To enable compliance with the National Code 2018 (Standard 8), international students are required to complete their studies within the expected duration of the program, as specified on the student’s Confirmation of Enrolment (eCoE).</p> <p>The following procedure ensure that students complete their studies within the expected duration of the course and the RTO only extends the duration in the circumstances outlined in Standard 8 of the National Code of Practice for providers to international students.</p>
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PROCEDURE: COMPLETION WITHIN EXPECTED DURATION	
CRICOS Ref:	Standard 8, 8.1 – 8.5
SRTO2015 Ref:	Standard 1,2 & 5, Clause 1.1, 1.2 (a-c), 1.3 (a-d), 1.4, 2.1, 2.2 (a,b), 5.1, 5.2 (a,b (i-v), c, d (i-ii), e(i-iii), f)

Action/Method	<ul style="list-style-type: none"> ● Students are required to complete their studies within the timeframe indicated on their eCoE and student visa. The College shall endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. A copy of each student’s eCoE will kept on the student’s file and variations to the eCoE will also be retained within the student file. No student shall be able to enrol in more than 30 hours of full time study per week. ● The College does not provide any distance or on-line learning to international students. ● All students are required to attend the College on a full-time basis (20 contact hours per week) ● The 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 eCoE, as the result of: <ol style="list-style-type: none"> a. compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit); b. the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or c. an approved deferment or suspension of study has been granted under Standard 9. <p>The College will follow the steps outlined in the following policies and procedures where a student is identified of the above circumstances:</p> <ul style="list-style-type: none"> - Monitoring Course Progress Policy / Procedure - Deferment, Suspension & Cancellation of Enrolment Policy <p>Options which may be available depending on modules/subjects:</p> <ul style="list-style-type: none"> ● Re assessment
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	<ul style="list-style-type: none"> • Supplementary examinations • Tutorial/additional assistance • Repeat of entire unit/module/subject <p>On completion of each compulsory study period Danford College Progress policies and procedures will apply. Where, as a result of the Danford College Monitoring Academic progress, a student is identified as not likely to complete their course in the required time; The student is to be notified in writing that they are not likely to complete their course within the expected duration.</p> <p>Letter will clearly outline:</p> <ul style="list-style-type: none"> • the circumstances in which an extension would be granted • provide a meeting time for the student to report to the Course Coordinator <p>Record of meeting to show</p> <ul style="list-style-type: none"> • strategy for student to complete course in expected duration • reasons why student may not complete course in expected duration <p>When it is evident that a student will not complete their course in the expected duration, subject to the Course Coordinator approval, Danford College will take steps to issue a new eCoE subject to one of the following conditions being met:</p> <ul style="list-style-type: none"> • compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where he/she was unable to offer a pre-requisite unit). • an intervention strategy has been implemented to assist the student to successfully complete the course of study • an approved deferment or suspension has been granted under Standard 9. <p>When it is evident that a student will not complete their course in the expected duration and the above conditions are not met, for example, the student is refusing to enrol in an appropriate load the Course Coordinator will recommend one of the following:</p> <ul style="list-style-type: none"> • the student’s enrolment will be cancelled. Student will be sent an Intention to Report to IMMIGRATION DEPARTMENT letter • document the students behaviour and if the student requests an extension of duration of study, refuse to extend the eCoE <p>In this instance the student will be informed in writing of the providers’ intention to report them for unsatisfactory course progress. The student will be provided specific details as to why their course progress is at an unsatisfactory level. The student will also be informed of the right to access the providers’ complaint and appeals process within 20 working days.</p> <p>Where a student is applying for an extension to the duration of the course as</p>
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	<p>specified on the eCoE relevant documentation must be presented to the Campus Manager for approval.</p> <p>Copies of all documentation will be kept on student’s file.</p> <p>All variations to a student’s load will be recorded in the hard file and in Job Ready student management system. Where the variation leads to an extension of study this will be reported via PRISMS and a new eCoE issued when the completion date can be accurately predicted.</p> <p>All supporting documents and variations to enrolment will be kept on the student’s hard file</p> <ul style="list-style-type: none"> • All changes to a student’s course duration is to be reported to the Immigration Department via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.
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