

Completion Within the Expected Duration of Study Policy and Procedure For International Students

The Learning Professionals



DATE OF ISSUE:	8 Oct 2021
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VERSION NO:	2.1

CONTENT

1. Policy Statement
2. Scope
3. Departments Affected
4. Responsibility Adherence and Enforcement
5. Definitions
6. Procedures

Current Version No.	2.1	Next Review Date	8 Oct 2022
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1. POLICY STATEMENT

The purpose of this policy is to define the system used to monitor and manage course duration for each full-time international student to ensure they complete their course within the expected duration as specified in their Confirmation of Enrolment (CoE) and meet performance requirements as defined in the National Code 2018, Standard 8.

This policy is made available to all stakeholders on The Learning Professionals website.

2. SCOPE

The Completion Within the Expected Duration policy applies to all international students enrolled in and studying VET courses at The Learning Professionals.

3. DEPARTMENTS AFFECTED

This Policy applies to Admissions, Student Support, and all Training Departments.

4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy, ensuring staff, authorised education agents and students are aware of the requirements of student completion with the expected duration of study as specified on their CoE.

The RTO Manager is responsible for the implementation of this policy.

The Student Support and Training Staff are responsible for the application of this policy.

5. DEFINITIONS

Course	A vocational qualification offered by The Learning Professionals
ASQA	The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector.
COE	Confirmation of Enrolment.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) . This is the official Australian Government website that lists all Australian education providers that offer courses to people studying in Australia on student visas and the courses offered.

Current Version No.	2.1	Next Review Date	8 Oct 2022
---------------------	-----	------------------	------------

Completion Within the Expected Duration of Study Policy and Procedure For International Students

6. PROCEDURES

6.1 Full-time course registration

The Learning Professionals has approval from ASQA, for:

- the course contents
- the course duration, including holiday breaks
- models of study, including components delivered as distance or work-based training
- the number of overseas students enrolled in the course, within the limit or maximum number approved by ASQA for each location; or
- arrangements with other providers (including partners) in delivering a course or courses to overseas students

6.2 Completion expectation

6.2.1 International students are expected to complete their course within the duration of their full-time study, as specified on the CoE. The expected duration of the students CoE must not exceed the CRICOS registered course duration unless the circumstances are exceptional due to compassionate or compelling circumstances beyond the students' control.

6.2.2 The Learning Professionals will 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:

- 6.2.2.1 there are compassionate or compelling circumstances, as assessed by the Learning Professionals on the basis of demonstrable evidence as specified in Clause 6.3 below; or
- 6.2.2.2 the Learning Professionals 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
- 6.2.2.3 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). Refer to Leave, Suspension, Deferral and Cancellation policy for details.

6.3 Exceptional Circumstances

6.3.1 The Learning Professionals may extend the duration of the student's course for the following exceptional circumstances:

- 6.3.1.1 serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
- 6.3.1.2 bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- 6.3.1.3 major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- 6.3.1.4 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 overseas student (these cases should be supported by police or psychologists' reports)

Current Version No.	2.1	Next Review Date	8 Oct 2022
---------------------	-----	------------------	------------

Completion Within the Expected Duration of Study Policy and Procedure For International Students

- 6.3.1.5 where The Learning Professionals was unable to offer a pre-requisite unit, or the overseas student has failed a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- 6.3.2 If The Learning Professionals extends the duration of the student's enrolment, it 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.

6.4 Monitoring Requirements

- 6.4.1 A student's progress will be monitored via the Student Management System VETtrak. Where required, The Learning Professionals will take actions to make sure students can complete the course within the expected duration. The Learning Professionals must:
- 6.4.1.1 monitor the overseas student's course progress and attendance according to the requirements of the VET sector (see Attendance and Course Progress policy and procedure)
- 6.4.1.2 identify and offer support to those at risk of not meeting course progress or attendance requirements only extend the duration of an overseas student's enrolment in certain circumstances and advise them of potential impacts on their student visa
- 6.4.1.3 only deliver online learning in accordance with the online learning requirements for the VET sector (see Clause 6.8 below)
- 6.4.2 By default, VET providers do not have to monitor attendance. However, they will have to monitor attendance if required as a condition of registration by the Education Services for Overseas Students (ESOS) and Australian Skills Quality Authority (ASQA).
- 6.4.3 If ASQA, requires and notifies The Learning Professionals to monitor overseas student attendance, the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course. The Learning Professionals must assist overseas students through an intervention strategy if they are not achieving satisfactory course progress, and if applicable, attendance before the overseas student's attendance falls below 80 per cent.

6.5 Scheduled course contact

- 6.5.1 A full-time student load is planned as a minimum of 20 scheduled course contact hours per week, however approved students may be engaged for less than this minimum requirement due to:
- 6.5.1.1 Compelling and compassionate reasons to reduce the study load
- 6.5.1.2 A personal intervention strategy being implemented
- 6.5.1.3 The student having studied extra units or planning to study extra units in another study period
- 6.5.1.4 The student has only a few units left to complete the course, and these do not constitute a full-time load
- 6.5.1.5 Unavailability of prerequisite units at the time they are required
- 6.5.2 The average full-time student training delivery schedule is based on a minimum of 20 scheduled face to face hours per week broken down as follows:
- Day 1 – 5.5 Hours of theory training
 - Day 2 - 8 Hours of practical training
 - Day 4 – 6.5 hours of theory and practical training
- 6.5.3 Note – All scheduled classroom training during the COVID19 Social Distancing will be conducted online.

6.6 Visa extension

Current Version No.	2.1	Next Review Date	8 Oct 2022
---------------------	-----	------------------	------------

Completion Within the Expected Duration of Study Policy and Procedure For International Students

- 6.6.1 If, The Learning Professionals extends the duration of an overseas student's enrolment and the student's visa will expire prior to completion of the course, the student will need to apply for a new Student visa (subclass 500) to complete their study.
- 6.6.2 More information about the student visas is available on the Department of Home Affairs website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

6.7 Fast tracking

Students may take an increased study load in each study period due to:

- 6.7.1 Compelling and compassionate reasons to increase the study load.
- 6.7.2 The intervention strategy being implemented.
- 6.7.3 Approval to fast track their course.

6.8 Distance learning

The Learning Professionals offers up to 30% (6.5 hours) of scheduled course contact hours (20 hours) via distance learning including but not limited to:

- 6.8.1 Live and recorded Master classes
- 6.8.2 Pre-Reading of assigned texts
- 6.8.3 Group work completing assigned work activities
- 6.8.4 Individual completing assigned work activities

Current Version No.	2.1	Next Review Date	8 Oct 2022
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