



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

**POLICY 27 COMPLETION WITHIN THE EXPECTED DURATION OF STUDY**

**337-339 La Trobe Street, Melbourne VIC 3000**

## DOCUMENT CONTROL

<b>Department</b>	Management	<b>Author(s)</b>	Gbca	
<b>Quality Controlled Policy No. &amp; Title</b>	Policy 27 Completion Within The Expected Duration Of Study	<b>Approved</b>	RTO Compliance	
<b>Version</b>	1.0	<b>Authorised</b>	College Manager	
<b>Standards</b>	Standard 9 (NC)	<b>Distribution</b>	Internal	All staff
			External	-

## REVISION RECORD

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
26 Nov 2015	1.0	Original version

## 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.

## 2.0 Responsibility

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

## 3.0 Definitions

- 3.1 Study period means one term of study (approximately 10 weeks for VET courses, approximately 8 weeks for English courses).

## 4.0 Requirements

- 4.1 GBCA will monitor every student enrolment load a minimum of once per study period to ensure students can complete the course in the duration as per their Confirmation of Enrolment (COE).
- 4.2 Trainers will discuss any concerns with students and offer assistance as situations arise to help prevent students falling behind in their course progress. Facilitators/trainers will constantly monitor the progress of students and report any concerns to the CEO as soon as identified.
- 4.3 Students are required to complete their course within the expected duration of study as recorded on the Student Confirmation of Enrolment (CoE) unless the exceptional circumstances as listed in 4.7 of this procedure apply.
- 4.4 Students may take a normal or increased study load in each study period, as long as providers monitor the workload to ensure the student completes the course within the duration specified on the CoE. Students are encouraged to increase their workloads to 'catch up' on any missed units. A new COE will be issued if the student needs to extend the duration of their course. If students refuse to maintain an agreed/approved workload; the student will be firstly counselled and then warned of impending visa implications.
- 4.5 A student who deliberately under-enrols may represent a risk for GBCA's CRICOS compliance of Standard 9. This could result in a cancellation of the student's enrolment as stated in the Student Handbook. In this instance GBCA would implement one of two options -
- cancel the student's enrolment when the student refuses to enrol in an appropriate load; or
  - Document the student's behaviour and, if the student requests an extension of duration of study, refuse to extend the CoE.
- 4.6 In each study period students must be studying at least one unit that is not by distance or online learning. Over the duration of their course student loads must not exceed 25% of the delivery time being by distance or online learning. However, GBCA at this stage does not have online or distance learning.
- 4.7 GBCA 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 and compelling of study has been granted; or
  - In exceptional compassionate 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 GBCA is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted
  - Where GBCA is implementing an intervention strategy for students at risk of not meeting academic progress requirements
  - Where GBCA has approved the deferral of commencement of studies or the suspension of study.

*Note: Compassionate or compelling circumstances may be deemed as serious illness; bereavement of a closely related family member (evidence will be required); natural disasters; traumatic experience or political upheaval in home county.*

- 4.8 Intervention strategies are tailored to meet each student's individual needs. Formal intervention strategies and counselling of the student will be implemented. Intervention Strategies could include:
- attending academic skills programs
  - attending tutorial or study groups
  - receiving individual assistance / mentoring
  - attending study groups
  - attending counselling
  - receiving assistance with personal issues which are influencing progress
  - being placed in a suitable alternative subject within a course or a suitable alternative course; or
  - a combination of the above and a reduction/increase in course load.
  - Any intervention required is acted upon and discussed with students as needed.
- 4.9 Student progress is assessed and recorded at the minimum on completion of each unit of competency / or at the end of each study period.
- 4.10 Any extension to the duration of a student's course must be notified by GBCA on PRISMS and if necessary a new CoE issued.
- 4.11 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by GBCA on the student's file.

## 5.0 **Method**

- 5.1 At the time of initial enrolment each student will be furnished with a Training and Assessment Plan 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 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.
- 5.3 Each student identified as falling behind the training program schedule will be interviewed, an intervention strategy implemented, and have their program reviewed by the Training 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
- 5.4 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.
- 5.5 If a student's program cannot be modified so that they will complete within the expected duration of study as recorded on their Confirmation of Enrolment, 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.
- 5.6 GBCA may implement an intervention strategy at any time it is identified a student is 'at risk' of not completing their course in the duration of their Confirmation of Enrolment (COE).