Completion Within the Expected Duration of Study

Policy objective

The purpose of this procedure is to define the system used to monitor and manage course duration for each student.

Responsibility

The PEO is responsible for the implementation of this procedure and to ensure that staff is aware of its application and implementation and its requirements. This may be delegated to the / Course Coordinator. The Administration officer is responsible for maintaining the Student Progression Database and upload monthly report for Frontier Leadership (FL)

Policy and Procedure

1. Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the unexpected circumstances arise (e.g. medical or extenuating circumstances applies).

2. The Institute 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 .
   • Where the Institute is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted
   • Where the Institute is implementing an intervention strategy for students at risk of not meeting academic progress requirements
   • Where the Institute has approved the deferral of commencement of studies or the suspension of study.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to:

   • serious illness or injury, where a medical certificate states that the student was unable to attend classes
   • bereavement of close family members such as parents or grandparents
   • major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student’s studies; or
   • a traumatic experience which could include:
     • involvement in, or witnessing of a serious accident
     • Witnessing or being the victim of a serious crime.
     • When this has impacted on the student. (these cases should be supported by police or psychologists’ reports)
   • Inability to begin studying on the course commencement date due to delay in receiving a student visa.

These are only examples of what may be considered compassionate or compelling circumstances. Frontier Leadership staff use their professional judgement and to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist,
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providers should consider documentary evidence provided to support the claim, and should keep copies of these documents in the student’s file.

3. When there is a variation in the student’s enrolment load which may affect the student’s expected duration of study it must be notified by the Institute on PRISMS, within 31 days and if necessary a new CoE issued.

4. Any extension to the duration of a student’s course, and the reasons for the extension must be recorded by the Institute on the student’s file.

5. Study period means term which consists of 10 weeks and international students are required to study full time study load of 20 hours per week and must take it face to face study mode. Frontier Leadership will delivers only face to face class room delivery and if in future institute chooses to deliver online study mode, it will not be more than 25% of study load.

6. At the time of initial enrolment each student will be furnished with a timetable 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.

7. 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.

8. Each student identified as being at risk of not achieving satisfactory academic course progression (completion of all the prescribed units of competence) within any given study period of the training program schedule will have their program reviewed by the trainer and student services officer in the and modified in order to ensure they will complete within the expected duration. Strategies to be considered for achieving the outcome will include:

- attending tutorial or study groups;
- receiving individual case management;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load.
- Advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student reporting to DIBP via PRISMS

9. The Administration officer will compile a report at the end of each study period and discuss with the Course Coordinators. The report will identify international students ‘at risk’. An intervention will be administered accordingly.

10. A copy of the modified program and a written explanation of the need for the modification will be provided to the student and placed on the student’s file.

11. 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 in the Monitoring Course Progress and Support/Intervention Strategy.

12. Frontier Leadership may allow a student to enrol in less than a ‘full-time’ load in any study period if:

- there are compassionate or compelling reasons for reducing the load
- the reduced load is part of the provider’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
- pre-requisite units are not available in that study period.

By studying less than what used to be considered a ‘full-time’ load, a student is at risk of not completing the course within the expected duration as specified on the student’s CoE. This may require the student to catch up by studying subjects by overloading in another study periods to compensate for those study periods in which the student was studying a reduced load.