

Completion Within Expected Duration Policy and Procedure

Purpose

- a. This policy articulates how NAHB practices apply to International Students in compliance with the ESOS Act 2000 and Standard 9 and 10 of the National Code 2017.
- b. This policy is to confirm that NAHB has a structured process in place to track the performance of each student throughout their course. NAHB will monitor course progress of its students. The policy also documents how NAHB monitors the progress of each student to ensure that the student is in position to complete their course within the expected duration as specified on the student Electronic Confirmation of Enrolment (eCoE) and in what circumstances the eCoE will be extended.

Responsibility

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. Student Support Manager and Student Administration Manager is responsible for the execution of this policy.

Definitions

A study period is a discrete period of time measured in weeks. The study period begins from the student's actual commencement date. The course may contain one or more study periods. Different courses have study periods of different duration. All study periods within a course will be the same except for the final study period which may be shorter due to a course coming to an end, but it will still be considered as a full study period.

Requirements and Procedure

- 1.1 International Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the circumstances listed in 4.3 of this procedure apply.
- 1.2 A full-time student load is planned as a minimum of 20 hours scheduled attendance per week however students may be engaged for less than this minimum requirement and the duration of the course may be reduced due to the unavailability of key or prerequisite units at the time it is required.
- 1.3 The College may extend the duration of the student's course only in the following circumstances:
 - i) 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 (use deferment/suspension form)
 - ii) 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. (use deferment/suspension form)
 - iii) Where the College is unable to offer a prerequisite unit at the time it is required and a deferment or suspension of study has been granted. (use deferment/suspension form)
 - iv) Where the College is implementing an intervention strategy for students at risk of not meeting academic progress requirements and an extension has been granted.

Students who are identified as being "at risk" for their course progress and is under NAHB's intervention strategy, their course schedule may be adjusted to accommodate possible proposed action plan

(Use ECoE change Form)

- v) Where the College has approved the deferral of commencement of studies or the suspension of study. (use deferment/suspension form)
- vi) Where the student needs to complete the qualification (NYC units) – with no intervention strategy implemented (Course progress above 50%) and an Extension has been granted. (Use ECoE change Form)

1.4 Students must provide supporting documentation and complete the 'eCoE Change Form'

When claiming compassionate or compelling circumstances to reduce their study load in compulsory study period.

1.5 Any extension to the duration of a student's course must be notified by the College on PRISMS and if necessary a new eCoE issued.

1.6 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by the College on the student's file.

1.7 Any Deferment / Suspension request by the student must be lodged by filling the deferment/suspension form along with the supporting documents.

1.8 When the expected duration of study changes, the College should adjust the ECOE accordingly.

1.9 At the time of initial enrolment each student will be provided with a course 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.

1.10 Students who are identified as being "at risk" for their course progress and is under NAHB's intervention strategy, their course schedule may be adjusted to accommodate possible proposed action plan

1.11 The process used in Course Progress Monitoring and Student Intervention Policy and Procedure and its associated intervention strategy will be used to also monitor whether students who are at risk of not completing with expected duration.

1.12 Refer to Course Progress Monitoring and Student Intervention Policy and Procedure

Document History		
Version No, Date	Modification Details	Modifications made by:
1.0, June 2017	Published the first version of the policy	PG

Related Documents

Course Progress Monitoring and Student Intervention Policy and Procedure

Deferment and Suspension Policy

Deferment/ Suspension Request form

eCoE Change Form

Documents where the Policy is Quoted

Website

Student Handbook

Review Date: June 2019