

Completion With in the Expected Duration of Study

Procedure

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Issue Date:	Issue History:
August 2014	Initial release (V1.0)
September 2015	Reviewed (V1.0)
August 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Removed Director of Quality Assurance
February 2018	Reviewed and changed DIBP to DoHA. Changed Standard 13 to Standard 9 (V2.0)

Procedure Title	Completion Within The Expected Duration of Study Procedure
Procedure	<p>At the orientation session students will be advised of the requirements for course progress and of the requirements to complete the course by completion within the expected duration of their eCoE. Cambridge International College (WA) Academic Coordinator/Director of Studies and Admissions Officers ensure that a student's enrolment is monitored and is correct for each term of study .</p> <p>Intervention strategy & procedure to monitor course progress to ensure students complete in the expected period:</p> <p>At the end of each study period the Trainers provide the unit results report to the Administrator. The Academic Coordinator/Director of Studies will review the course progress of all students and identify the students who have failed to achieve competency in at least 50% of the units in this study period.</p> <ol style="list-style-type: none"> I. If a student has been assessed as Not Competent in more than 50% of the units in the study period, [one term] <ol style="list-style-type: none"> a. The Director of Studies will flag the student for progress monitoring. The student is considered to be at potential risk of non-progress in the course. b. Within 21 days of the completion of a study period all students identified as having failed to achieve competency in at least 50% of the units required to be undertaken will be contacted [email and/or sms] requiring them to attend an Intervention Strategy meeting [ISM] with the VET Director of Studies. c. The Director of Studies will attempt to ascertain the reasons for the student not being assessed as Competent, and implement procedures to assist the student. These students will be required to attend an Early Intervention meeting with the Director of Studies and fill out the Early Intervention Strategy form outlining an intervention plan. <p>At the ISM the Director of Studies will consider, and implement if applicable, one/more of the following intervention strategies:</p> <ol style="list-style-type: none"> i. Identify the problems that are impeding the course progress of the student. ii. Arrange with the student for additional work to be undertaken within an agreed time frame. iii. The completion of all outstanding assessments according to an agreed timeframe iv. Arranging additional support from a trainer and/or a learning support officer v. Assessing whether the reassessing of any task/s is appropriate. vi. Arranging for the review of any agreed additional work. vii. Assessing whether the course is still suitable for the student <ol style="list-style-type: none"> d. Reinforcing to the student that unsatisfactory course progress in two consecutive study periods may lead to the student being reported to DoHA and cancellation of his or her visa, depending on the outcome of any appeals process. e. Place a copy of any warning letter and all other relevant documents in the student file and detailed in contact log in Student Management System (TEAMS). f. Any student who fails to attend the meeting will be contacted to arrange another Early Intervention Strategy Meeting. If the student does not attend this meeting and/or does not agree to an Intervention plan, this will be noted on the student record. <ol style="list-style-type: none"> 2. If a student has been assessed as Not Competent in more than 50% of the units in the study period for two consecutive terms <ol style="list-style-type: none"> i. Students may be reported to DoHA for not making satisfactory academic progress. ii. At the completion of the second study period if a student fails to achieve competency in at

	<p>least 50% of the units CIC must notify the student in writing of its intention to report the student for not achieving satisfactory course progress.</p> <ul style="list-style-type: none"> iii. The student must be informed they have 20 working days from the date of the letter to appeal to CIC and the grounds available for any appeal. If the appeal is not upheld, or the student withdraws from the appeal process, then the CIC must report the student to DoHA. iv. Any student reported to the DoHA for not meeting their visa study conditions, ie meeting the minimum attendance requirement of 80% and/or not making academic progress will not be re-enrolled into any CIC VET course for a maximum of 2 years, except at the discretion of the Director of Studies and/or VET Education Director/Campus Manager who may review an application together with any supportive evidence as to why a re-enrolment should be considered. <p>3. The student may appeal on the following grounds:</p> <ul style="list-style-type: none"> i. CIC has failed to record or calculate a student's results correctly ii. Compassionate or compelling circumstances, iii. CIC has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student. <p>Note: The appeals process includes both the informal and formal process as set out in the CIC Complaints and Appeals Policies and Procedure.</p> <p>If the student is successful in the appeal then the student will not be reported to DoHA for unsatisfactory course progress. If the appeal is unsuccessful; then the student will be reported to DoHA, will be notified, through PRISMS.</p> <p>Standard 9 Completion within the expected duration of study</p> <ul style="list-style-type: none"> 1. Whilst monitoring progress against the course duration is a separate requirement to monitoring course progress. In general, there may be some overlap in procedures. For example, at CIC the progress procedure requires that at the end of each study period, each student's results be checked to determine course progress for that study period. 2. In order to avoid duplication of effort, CIC will also check the student's progress towards the completion of the course within the specified date at the same time. 3. CIC will extend the duration of the student's study only 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: <ul style="list-style-type: none"> i. illness where a medical certificate states that the student was unable to attend classes ii. where the registered provider was unable to offer a pre-requisite unit iii. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or iv. an approved deferment or suspension of study has been granted under Standard 9. 4. CIC will report the student change in enrolment through PRISMS. 5. Records of variation must be maintained in the student file. <p>Except in the circumstances specified in 3 above, the expected duration of study specified in the student's eCoE must not exceed the CRICOS registered course duration</p>
<p>Related Procedure:</p>	<p>Academic Progress Policy and Procedure Completion in Expected Period Procedure Student Support</p>

Related Forms:	CIC Early Intervention - Academic Progress warning 1
Policy Owner and Delegated Authority	Admissions Manager VET Education Director Director of Studies
Approved by:	CEO
Approved Date:	August 2014
Definitions	
Compassionate and Compelling Circumstances	<p>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:</p> <ul style="list-style-type: none"> *Serious illness or injury, where a medical certificate states that the student was unable to attend classes; 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: <ul style="list-style-type: none"> - 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) *Where the registered provider was unable to offer a pre-requisite unit; or *Inability to begin studying on the course commencement date due to delay in receiving a student visa. <p>The following additional situations would be considered 'compelling' circumstances and could support the granting of an extension of the duration of a student's study:</p> <ul style="list-style-type: none"> *If the student had failed occasional units throughout the course, but had not done so poorly as to be picked up by the provider's intervention strategy for course progress. (In this case, the provider would need to document the findings of the monitoring process and the decision to extend the student's duration of study in order to complete the course.
Compulsory Study Period	<p>A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment.</p> <p>One Compulsory Study Period; VET Courses = 12[10+2] Weeks</p>
At Risk	<p>Being "at risk" of not meeting satisfactory course progress requirements means:</p> <ul style="list-style-type: none"> - Failing 50% or more units in a study period.