

Version	5.1
Last Amended	10 January 2020
Approved By	CEO
Date Approved	10 January 2020
Reference	Completion within the Expected Duration of Study Policy and Procedures v5.1

Completion within the Expected Duration of Study Policy and Procedures

1 Purpose

This policy regulates Windsor in monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE (Confirmation of Enrolment), in conjunction with the Monitoring Course Progress Policy and Procedures, Deferment, Suspension or Cancellation of Enrolment Policy and Procedures and if applicable Attendance Monitoring Policy and Procedures.

2 Policy Statements

- 2.1 Windsor ensures that the expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.
- 2.2 Windsor monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.
- 2.3 Windsor 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:
 - a. there are compassionate or compelling circumstances, as assessed by the college on the basis of demonstrable evidence, or
 - b. the college 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
 - c. an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 of the National Code 2018 (Deferring, suspending or cancelling the overseas student's enrolment).
- 2.4 If Windsor extends the duration of the student's enrolment, the college will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 2.5 Windsor must not deliver a course exclusively by online or distance learning to an overseas student.
- 2.6 Windsor must not deliver more than one-third of the units (or equivalent) of a VET course by online or distance learning to an overseas student.
- 2.7 Windsor must ensure that in each compulsory study period for a course, the overseas student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.

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- 2.8 For ELICOS courses, any online or distance learning must be in addition to minimum face-to-face teaching requirements approved by the ESOS agency as part of the registration of the course, if applicable.
- 2.9 Windsor must take all reasonable steps to support overseas students who may be disadvantaged by:
- a. additional costs or other requirements, including for overseas students with special needs, from undertaking online or distance learning
 - b. inability to access the resources and community offered by the College, or opportunities for engaging with other overseas students while undertaking online or distance learning.

3 Scope

This policy applies to:

- International students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of the academic progress requirements through Student Prospectus, the College's website, Student Handbook, during the enrolment and orientation processes and also throughout the course.

4 Procedure

1. It is the responsibility of Director of Studies for VET courses and ELICOS Coordinator for ELICOS courses to ensure where possible timetables are set in such a way so that students have equitable distribution of study load throughout the course of enrolment.
2. Students are provided with the timetable on their orientation day and at the beginning of each study period which identifies the unit required to be completed in that study period for VET students or the English language level to be completed in that study period for ELICOS students.
3. Windsor encourage VET students to enrol in all the units delivered for their chosen group in a particular study period except in the circumstances where:
 - students are not required to undertake a unit of competency due to credit transfer / recognition of prior learning
 - student has not previously completed the pre-requisite study component of a unit
4. All students are required to attend scheduled classes on a full-time basis to ensure they meet the academic requirements.
5. After the completion of study period, results are entered in the Student Management System, RTO Manager.

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6. Academic/ course progress of each VET student is verified by the Director of Studies. Course progress for each ELICOS student is verified by the ELICOS Coordinator. Where a student has fallen behind or is identified to be at risk of not completing the course, a meeting is arranged with the student to work out an intervention strategy.
7. If as a result of meeting, the Director of Studies/ ELICOS Coordinator assesses that student can achieve better learning outcomes with reduced study load or modified study plan, he/she will make a report and forward it to the CEO for his final assessment. If the study plan is approved by the CEO, a copy of modified study plan placed on student file.

Note:

This policy should be read in conjunction with the following policies:

- Monitoring Course Progress Policy and Procedures
- Deferment, Suspension or Cancellation of Enrolment Policy and Procedures
- Attendance Monitoring Policy and Procedures if applicable

All changes to a student's course duration is to be reported to the ESOS Agency and Department of Home Affairs via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.

5 Related Standard

This policy and procedure supports 'Standard 8' of the ESOS National Code of 2018.

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