

## Po8 Completion within the Expected Duration of Study Policy

### 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 and students are aware of its application and implement its requirements

### 3.0 Requirements

- 3.1 Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the circumstances listed in 3.3 of this procedure apply.
- 3.2 A full-time student load is planned as **20 hours scheduled classes per week** however students may be engaged for less than this minimum requirement due to:
- credit transfer granted
  - RPL granted
- 3.3 Central Melbourne Institute (CMI) 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 maintain academic performance) and a deferment or suspension of study has been granted; or
  - 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.
  - Where the College is unable to offer a key or prerequisite unit at the time it is required and a deferment or suspension of study has been granted
  - Where CMI is implementing an intervention strategy for students at risk of not meeting academic progress requirements
  - Where CMI has approved the deferral of commencement of studies or the suspension of study.
- 3.4 CMI must report any extension to the duration of a student's course to the Department of Home Affairs (DHA) via PRISMS.
- 3.5 Any extension to the duration of a student's course, and the reasons for the extension must be recorded by CMI in the student's file.

### 4.0 Method

- 4.1 At the time of initial enrolment each student will be given a training program 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.
- 4.2 Upon completion of each unit, student results will be entered on the student database and a progress report generated for each student after a study period to find out whose progress has fallen behind the training program schedule.
- 4.3 Each student identified as falling behind the training program schedule will 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 may include but are not limited to:
- Resitting assessments
  - Undertaking additional units in subsequent study periods to "catch up" with their training program schedule.

- Optional holiday programs
- 4.4 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 and updated on the student database system.
  - 4.5 If a student's program cannot be modified so that they will not 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 'P10\_Course progress and intervention strategy policy'.
  - 4.6 Student under Risk Intervention Strategy can attend classes.