



## Completion within scheduled duration policy and procedure

### 1. Policy

- 1.1 This policy and procedure applies to international students on a student visa who are enrolled at Joan Lawman College and undertaking ELICOS and/ or Vocational Education and Training (VET) courses.
- 1.2 Joan Lawman College monitors international student's course progress to assist them in completing their course within the expected course schedule as stated on their CoE.
- 1.3 Joan Lawman College provides support in accordance with the Course progress, Attendance and Student support policies and procedures to assist international students completing their course within the expected duration.
- 1.4 Joan Lawman College extends the duration of an international students CoE in the limited circumstances identified in item 1.9 of this policy and procedure.
- 1.5 Joan Lawman College does not deliver more than one third of the total course units of competence to international students in any one study period by on line or distance learning.
- 1.6 Joan Lawman College does not deliver more than one third of the total course units of competence to international students by on line or distance learning.
- 1.7 If due to exceptional circumstances identified in item 1.9 of this policy and procedure Joan Lawman College amends an international student's CoE via PRISMS, it issues the new CoE to the student and places a copy in the student's file.
- 1.8 International Students study at least one unit that is not Distance or E learning in each study period.
- 1.9 Joan Lawman College extends the scheduled duration of study in the following exceptional circumstances:

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.
  - where Joan Lawman College was unable to offer a pre-requisite unit
  - inability to begin studying on the course commencement date due to delay in receiving a student visa
  - If student is at risk of not achieving satisfactory course progress and Joan Lawman College is implementing its intervention strategy that requires the period of study to be extended (reference Student support policy and procedure)
  - If an approved deferral of commencement of studies or the suspension of study has been approved in compliance with Joan Lawman College Deferral, suspension or cancellation of enrolment policy and procedure
- 1.10 Reasons for the changes to the duration of their course are recorded in the student's file.



- 1.11 International students full time load is considered as a minimum of 20 scheduled hours of study per week unless:
- There are compassionate or compelling circumstances for reducing the load
  - The reduced load is part of Joan Lawman Colleges intervention strategy
  - The students study load has been reduced through a successful Credit Transfer application
  - The students study load has been reduced through a successful Recognition of prior learning application
  - Pre requisite units are not available in that study period

**Note**

All course study loads comprise 20 hours of scheduled face to face classes per week.

- 1.12 The length of a study period varies depending on the course.
- 1.13 Study periods for all VET and ELICOS courses are defined in the ELICOS and VET Course progress policies and procedures.
- 1.14 International students must submit verifiable documentary evidence when applying for the scheduled duration of their course to be extended.
- 1.15 The CEO is responsible for the implementation of this policy and procedure.
- 1.16 This policy is implemented in compliance with the requirements of the National code of practice 2018, Standard 8 and 9.

## Procedure

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### 2. Course duration

- 2.1 Joan Lawman College develops AQF courses in consultation with students, academics and industry.
- 2.2 The duration of each course is identified, and approval gained through the National VET regulator.
- 2.3 Joan Lawman College courses for international students are CRICOS registered.
- 2.4 All international students are issued CoE's with the course duration indicated in accordance with the CRICOS registered course duration.
- 2.5 International students are issued timetables at the beginning of their course indicating the scheduled duration.
- 2.6 An orientation program is provided outlining the expectations of students in achieving satisfactory course progress and in completing their course within the expected duration. The outcome of not achieving satisfactory course progress and completing the course within the expected duration is also explained.
- 2.7 The availability of support services is communicated pre and post enrolment to assist students in completing their course within the expected duration.
- 2.8 Students attempt each unit within their course as per the course schedule provided.
- 2.9 The importance of attending all classes is explained along with completing all assessment tasks as per the course schedule.

### 3. Monitoring course progress

- 3.1 Unit assessment results (VET courses) and Summative tests results (ELICOS courses) are recorded by assessors and inputted into the SMS on a weekly basis.
- 3.2 The Training Manager and Trainers monitor student course progress in accordance with the VET and ELICOS Course progress policies and procedures.



- 3.3 Joan Lawman College implements an intervention strategy to assist ELICOS and VET students who are identified as being at risk or at high risk of not completing their course within the expected duration due to course progress issues.

### 3b. Monitoring attendance

- 3.4 ELICOS student attendance is recorded at each scheduled class.
- 3.5 ELICOS student attendance is monitored and intervention implemented where appropriate in accordance with the Attendance policy and procedure.
- 3.6 Joan Lawman College implements an intervention strategy to assist ELICOS students who are identified as being at risk or at high risk of not completing their course within the expected duration due to attendance issues.
- 3.7 ELICOS students who fail to satisfy course attendance requirements are reported to the Department of Home Affairs in accordance with the Joan Lawman College ELICOS Attendance policy and procedure.

## 4. Student support

- 4.1 Intervention strategies are employed in compliance with the Student support, Course progress and Attendance policies and procedures for students who are identified at risk of not completing the course within the expected duration.
- 4.2 Students who are identified as falling behind the training schedule may have their study schedule modified in order to ensure they complete within the expected duration.
- 4.3 Strategies for assisting student's completing within the expected duration are identified in the Attendance, Course progress and Student support policies and procedures.
- 4.4 Students who have their study program modified to enable them to complete within the expected duration are given an explanation of the necessity for this and considerations. Explanations are provided verbally and in writing and the student given opportunities to clarify information.
- 4.5 The effectiveness of modified programs is monitored by the Training Manager with remedial action taken where appropriate.
- 4.6 If a student's program is modified all communications and documentation employed is placed in the student file.

## 5. Extending scheduled course duration

- 5.1 If after having their program modified and/ or being placed on an intervention strategy the student is unable to complete their course within the expected duration Joan Lawman College will extend the duration of the CoE only in compliance with clause 1.9 of this policy and procedure.
- 5.2 All changes to a student's course duration are reported to DoE/ DHA via PRISMS, reasons for the change are documented and evidence supporting for the decision are placed in the student file.
- 5.3 Students are issued a new CoE.

## 6. Notification of intention to report

- 6.1 When it is evident that a student will not complete their course in the expected duration and one or more of the relevant conditions in clause 1.9 of the Completion within the expected duration policy are not met, the student's enrolment will be cancelled as per the Defer, suspend and cancel enrolment policy and procedure.
- 6.2 Students are sent a letter informing them of Joan Lawman College's intention to report.
- 6.3 Students are advised of the process for appealing against this decision via Joan Lawman College Complaints and Appeals process and informed they have 22 working days from the date on the letter to appeal the decisions.



- 6.4 Students who choose to access this process will not be reported if they appeal within 22 days of the letter date informing them of Joan Lawman College's intention to report. Students must continue to attend classes during the appeals process as specified in college's Complaint and appeals policy and procedure.
- 6.5 If the student does not appeal against the decision to report them or if their appeal is unsuccessful, the student is reported to DHA and DoE via PRISMS and their enrolment is cancelled.
- 6.6 A hard copy of the PRISMS entry is maintained in the student's file.

### **Documents to be employed when implementing this policy and procedure:**

- VET & ELICOS Course progress policies and procedures
- Student support policy and procedure
- Complaints and appeals policy and procedure
- Defer, suspend and cancel enrolment policy and procedure
- Training and assessment policy and procedure
- Enrolment policy and procedure
- Student transfer policy and procedure
- ELICOS Attendance policy and procedure
- Course progress documentation
- Student file
- Warning letters
- SMS and CoE document
- PRISMS

### **Revision history**

<b>Revision Date</b>	<b>Comment</b>	<b>Revised by</b>
10/1/18	Policy and procedure created	CEO
01/06/19	Reviewed and amended	CEO
01/10/21	Reviewed	CEO
01/10/23	Reviewed	CEO