

COMPLETION WITHIN EXPECTED DURATION POLICY

1. Policy

This policy/procedure supports 'Standard 9 – Completion within expected duration' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states:

“Registered providers monitor the workload of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning.”

To enable compliance with the (Standard 9) National Code 2007, international students are required to complete their studies within the expected duration of the program, as specified on the student's Confirmation of Enrolment (CoE).

The following procedures ensure that students complete their studies within the expected duration of the course and Yorke Institute only extends the duration in the circumstances outlined in Standard 9 of the National Code of Practice for providers to international students.

2. Procedure

- Students are required to complete their studies within the timeframe indicated on their CoE and student visa. Yorke Institute shall endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. A copy of each student's CoE and variations to the CoE will be kept on the student's file and will also be retained within the student file.
- Yorke Institute does not provide any distance or on-line learning to ensure the ability to maintain contact with students and monitor any issues that students may have.
- Students are required to attend all scheduled classes to ensure they meet the academic course progress and attendance requirements.
- Academic course progress is monitored as stipulated in the Monitoring International Student Academic Progress Policy.
- Procedures for monitoring course progress and attendance shall be implemented and appropriate intervention processes followed where students are not meeting these requirements. Yorke Institute shall monitor all students' ability to complete their course within the expected duration in a number of ways:
 - Trainers / Assessors shall meet regularly with students to ensure that students are progressing across all areas of training being provided.
 - Monitoring of course progress and attendance by Student Administration Officer and the RTO Coordinator through the reported attendance by trainers/ assessors
 - Ensuring complete timetable and schedule for the program is developed, implemented and reviewed where required.
- Where a student is identified as being at risk of not completing the program within the expected duration through lack of attendance or course progress Yorke Institute shall implement appropriate intervention steps to ensure students are given reasonable opportunity to complete their course within the nominated duration.

These intervention steps will include meeting with the student to identify the cause that is placing the student at risk. Within this meeting, strategies to assist the student in

completing the course within the expected duration shall be discussed and implemented as required. These strategies may include:

- Extra tuition and support to be organised
 - Timetable adjustments
 - Personal strategies to improve the students ability to complete the course requirements
 - Review of assessment strategies
 - Variation of student enrolment load
 - Counselling and continued monitoring of attendance and course progress
- Where a student is identified of being at risk of not completing their course in the expected duration due to lack of course progression, the student's enrolment load may be adjusted to ensure the student has the opportunity to complete the course successfully. Where this is the case the student's study period may be extended.
 - Yorke Institute will issue CoE based on the CRICOS registered durations. It will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:
 - b. compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where Yorke Institute was unable to offer a pre-requisite unit);
 - c. Yorke Institute implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
 - d. an approved deferment or suspension of study has been granted under Standard 13 of the ESOS Standards.
 - All meetings will be documented and any strategies arranged will also be documented.
 - All changes to a student's course duration is to be reported to the appropriate government agency via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.