



AUSTRALIAN INSTITUTE OF ENTREPRENEURSHIP

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# Completion within Course Duration Policy

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# Australian Institute of Entrepreneurship

*Entrepreneurial way of thinking, training and building confidence*

ABN No: 79 124 768 092 | RTO No: 21996 | CRICOS Provider No: 02999J

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## Completion within Course Duration Policy

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### Purpose

To ensure that the enrolment load of students is correctly monitored so that students complete their course within the duration specified in their CoE.

### Scope

This policy applies to all students holding a student visa.

### Policy Details

1. Students' course progress is monitored (see also policies in relation to standard 10) to ensure they complete the course within the duration specified in the CoE.
2. The duration of study may only be extended where it is clear that the student will not be able to complete the course within the expected duration as a result of:
  - a. Compassionate or compelling circumstances. This could include, but 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 students studies
    - A traumatic experience which could include:
      - I. Involvement in, or witnessing of a serious accident
      - II. Witnessing or being the victim of a serious crime
    - Where AIE was unable to offer a unit; or
    - Inability to begin studying on the course commencement date due to delay in receiving a student visa.
  - b. Implementation of Intervention Strategy for students who are at risk of not meeting satisfactory course progress
  - c. An approved deferment or suspension of study has been granted under Standard 13

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3. The anticipated duration of study in the students' CoE shall NOT exceed the CRICOS registered course duration except in these exceptional circumstances.
4. Students' academic progress is closely monitored after completion of each unit.
5. At the end of each Study Period, final results are prepared and placed on the notice board for the students within one week at the end of each Study Period. Students will also be advised (via email) to attend a meeting to discuss their progress and any support service they might need to complete their studies.

## Procedures

1. The Training Manager/Administration officer sends an email to all students after each unit to advise them to discuss their progress and if they need any academic support services. These services could include, but not limited to:
  - Attending academic skills programs
  - Attending tutorial or study groups
  - Receiving individual case management
  - Attending counselling
  - Combination of the above and/or a reduction in course load
  - Trainer's assistance (if required)
  - Catch-up classes.
2. After using any of the above services, the students are given the chance to complete all due assessments.
3. Upon the finalisation of each study period, an exceptions report is generated by the Administration Officer/ Training Manager/Admin Officer from TEAMS. The report shows students who have recorded a NYC for any unit in that semester.
4. If a student is identified as having failed one or more units but does not fall under the scope of standard 10 (i.e. failing more than 50% of the semester requirements), the Training Manager/Administration Officer will send an email/phone to the student to arrange a meeting to discuss strategies to ensure the student is able to complete the course.
5. In accordance with the procedures for Standard 10 (course progress), Standard 12 (course credit or RPL granted has reduced the course length) or Standard 13 (deferment or suspension has been approved), the Training Manager or authorised PRISMS officer will record on PRISMS any course variation which may result from an intervention strategy or

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from compassionate or compelling circumstances, in those circumstances where it is clear that the student can no longer complete the course within the duration specified on the original COE.

To extend the duration, the Training Manager/Administration Officer will go to the Course Variation screen in PRISMS and choose 'student request to change existing enrolment'. PRISMS then provide guidance through the necessary steps to extend the COE.

Course variations must be made within 14 days of the decision to extend the COE.

6. All records of course variation will be kept on the student's file.

## Responsibilities

- Training Manager
- Admission Officer
- CEO