

## **P.03.03 COMPLETION WITHIN EXPECTED DURATION POLICY**

### **1.0 POLICY**

AVETA will monitor the course progress of students to ensure they complete the course within the duration specified in the CoE. AVETA only enables students to extend the expected duration of study for the course through the issuing of a new CoE under limited circumstances.

- a) AVETA implements the Overseas Student Visa Requirements (Monitoring Overseas Student Progress, Attendance and Course Duration) Policy and Risk Intervention Procedure P.03.05b for 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.
- b) AVETA does not offer online or distance learning courses; students are required to complete the necessary requirements in a face-to-face environment.
- c) According to Standard 9 of the ESOS National Code 2018, AVETA may 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 one or more of the following circumstances:
  - i. Where AVETA was unable to offer a pre-requisite unit
  - ii. AVETA was implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress
  - iii. An approved deferment or suspension of study can be granted for compassionate or compelling circumstances. For example, illness (where a medical certificate states that the student was unable to attend classes).
- d) According to the Department of Education and Training Provider Registration and International Student Management System (PRISMS) User Guide (May 2018), a compassionate or compelling circumstances are defined as those which are generally 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:
  - i. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - ii. Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
  - iii. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
  - iv. A traumatic experience, which could include:
    - Involvement in, or witnessing of a serious accident; or,
    - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).
- e) According to the Department of Education and Training Provider Registration and International Student Management System (PRISMS) User Guide (May 2018), where a student requests an 'extension' to their CoE because the student or AVETA has identified that the student will not be able to complete their course of study by the Proposed Course End Date indicated on the CoE, AVETA's Administration manager will find the CoE concerned and select the SCV report option in PRISMS titled 'Student requests change to existing enrolment.'
- f) Where there is a variation in the student's enrolment load which may affect the student's expected duration of study, AVETA will record this variation and the reasons for it on the student file. AVETA will report the student via PRISMS and/or issue a new CoE.
- g) Except in the circumstances specified in AVETA's Deferment, Suspension or Cancellation of Student's Enrolment Policy and Procedure P.04.01, the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.

## 2.0 REFERENCES

**2.1** Standards for RTO's 2015 - [Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)

**2.2** National Code of Practice for Providers of Education and Training to Overseas Students 2018-  
<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

**2.3** Department of Education and Training Provider Registration and International Student Management System (PRISMS) User Guide (May 2018) - [Provider User Guide \(education.gov.au\)](#)

**2.4** Overseas Student Visa Requirements (Monitoring Overseas Student Progress, Attendance and Course Duration) Policy and Risk Intervention Procedure P.03.05b

**2.5** Deferment, Suspension or Cancellation of Student's Enrolment Policy and Procedure P.04.01

## 3.0 DEFINITIONS (relating to this policy)

**CoE** means Confirmation of Enrolment

**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 (Where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience that has impacted on the student which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports
- where AVETA is unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa

**ESOS Act** means Education Services for Overseas Students Act 2000

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018

**PRISMS** means Provider Registration and International Students Management System

**Student:** is an International Student holding a valid Student Visa.