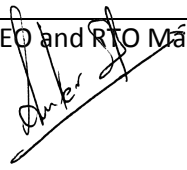




### Completion within the expected duration of study

<b>Purpose</b>	<p>The purpose of this policy is to ensure that Swann College has a structured process in place to monitor the performance of each Student throughout their course. The College will monitor course progress and monitor the attendance of students.</p> <p>The policy also documents how Swann monitors the progress of each student to ensure that the student is in position to complete their course within the expected duration as specified on the student eCoE and in what circumstances the eCoE will be extended/deferred.</p>
<b>Scope</b>	<p>This policy articulates how Swann College practices apply to International Students in compliance with the ESOS Act 2000 and Standard 9 and 10 of the National Code 2007.</p>
<b>Policy Statement</b>	<p>Swann College will monitor the enrolment load and monitor student course progress (Please refer to Academic Progress Monitoring Process) to ensure they are able to complete their course within the expected duration of study specified in their eCoE. Overseas students must enrol in full time study load with given the specified training plan and follow the training plan. Swann College ensures that appropriate advice is given to students who are at risk of not meeting course requirements.</p> <p>Students may vary their enrolment load to below a full time load in a compulsory study period if:</p> <ul style="list-style-type: none"> <li>- The reduced load is part of an intervention strategy; or</li> <li>- They defer or suspend their term; or</li> <li>- There are compassionate and compelling circumstances for reducing their enrolment load.</li> <li>- They are undertaking a unit with another provider to ensure course completion within the expected duration. Students must consult with the Coordinator.</li> </ul> <p>The RTO Manager approval is required for students to reduce their study load or adjust their training schedule.</p> <ul style="list-style-type: none"> <li>❖ By Studying less than the normal study load, a student is at risk of not completing the course within the expected duration of their eCoE. Therefore the student may need to catch up by studying units during a non – compulsory study period or by overloading in some compulsory study periods to compensate for those study periods in which the student was studying a reduced load.</li> <li>❖ Students must provide supporting documentation via a Special Consideration form when claiming compassionate or compelling circumstances to reduce their study load in compulsory study period.</li> <li>❖ The academic course progress of each student is monitored, recorded and assessed for each unit/course in which a student is enrolled to ensure students are on track to complete within the duration of their eCoE. All</li> </ul>



	<p>records relevant to study load must kept in the Student Management System.</p> <ul style="list-style-type: none"> <li>❖ At the end of each term during the enrolment/re-enrolment/continuing study period, the Trainer confirms that all students have enrolled in a full study load unless students have been approved by the RTO Manager to enrol in a reduced study load.</li> <li>❖ Swann College will only extend the duration of study, which might require an additional eCoE, if the student cannot reasonably complete his or her course within the expected duration as specified on the student's eCoE. Swann's staff will not issue a new eCoE until it can be accurately predicted as to how long an extension of duration of study the student will require.</li> </ul> <p>A student's eCoE can be extended for the following reasons:</p> <ul style="list-style-type: none"> <li>✓ Under Compassionate or Compelling Circumstances, when it is clear the student will not be able to complete by the end date of the eCoE.</li> <li>✓ For an approved deferment or suspension of study</li> <li>✓ Where Swann decides to extend the duration of a student's study due to any of the conditions above, a new eCoE is issued through PRISMS when required. This action must be done within fourteen (14) days of the student's re-enrolment.</li> <li>✓ All records of eCoE are kept in the student's file on the Student Management System</li> </ul>
<p><b>Related Policy and Procedure</b></p>	<ul style="list-style-type: none"> <li>• Course progress Policy</li> <li>• Student Support Policy</li> <li>• Academic Progress Monitoring Process</li> </ul>
<p><b>Policy Delegated Authority</b></p>	<p>CEO</p>
<p><b>Approved by and Responsibility Authority</b></p>	<p>CEO and RTO Manager</p> 
<p><b>Approved Date:</b></p>	<p>14/8/2017</p>
<p><b>Definitions (if any)</b></p>	



eCoE	Electronic Confirmation of Enrolment
Compassionate and Compelling grounds circumstances	<ol style="list-style-type: none"><li>1. Serious illness or injury, where a medical certificate states that the student was unable to attend class;</li><li>2. Bereavement of close family members such as parents or grandparents;</li><li>3. Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies.</li><li>4. Where a registered provider is unable to offer a pre-requisite unit;</li></ol>