

# National Code Standard 9 & Std 1, Cl 1.1

## Study Duration Policy

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### Overview

1. The College is committed to adhering to the requirements of the Australian Qualifications Framework Volume of Learning Indicators.
2. All courses are structured to be completed according to the AQF requirements. Students may be able to complete courses in a shorter timeframe if they can demonstrate previous skills and knowledge equivalent to the outcomes of the relevant qualification.
3. The College is committed to ensuring that enrolled students complete, and are in a position at all times to complete, their course within the expected duration as specified on the student's CoE. As part of this goal, the College monitors the progress of each student and in particular monitors the enrolment load of each student.

### Programming

4. College courses will be programmed to meet the following AQF Volume of Learning Indicators.
5. The indicators are a guide only but should be considered when consulting with industry regarding course durations. They can be reviewed and/or modified to suit relevant course outcomes and/or the individual learner's identified needs.
6. Any modification would be dependent on the outcome of the industry consultation in relation to study durations of courses.
7. In relation to individuals, any modifications would be dependent on an assessment of the enrolment application and any recognition of prior learning knowledge and skills applied for and/or granted:

Certificate II	Certificate III	Certificate IV <sup>1</sup>	Diploma	Advanced Diploma
0.5 – 1 year	1 – 2 years	0.5 – 2 years	1 – 2 years	1.5 – 2 years
600 – 1200 hours	1200 – 2400 hours	600 – 2400 hours	1200 – 2400 hours	1800 – 2400 hours

### Monitoring

8. The following is a non-exhaustive list of the items monitored by the College's Quality Group at the end of each term:
  - 8.1. The number of units enrolled in by each student;
  - 8.2. The number of units that each student will be studying by distance or online learning. Each student must be studying at least one unit that is not by distance or online learning modes in every study period (i.e. semester);
  - 8.3. The attendance pattern of each student for that study period; and
  - 8.4. Any units of the course which the student has failed to undertake or be marked competent in.

<sup>1</sup> Certificate IV qualifications can be either:

- Shorter duration specialist qualifications that build on existing skills and knowledge
- Longer duration qualifications that are designed as entry-level requirements for specific work roles.

9. If, as a result of the above monitoring, it appears that a student is unlikely to complete the course within the expected duration as nominated on the student's CoE, consideration will be given to whether the duration of the student's study may be extended in accordance with this policy (see below).

### **Extending Duration of Study in Limited Circumstances**

10. The College will only extend the duration of a student's study where it is clear (from the above monitoring or otherwise) that the student will not complete the course within the expected duration (as specified on the student's CoE) as the result of the following:
  - 10.1. *Compassionate or compelling circumstances* which satisfy the requirements of the College's policy on such circumstances;
  - 10.2. The College implementing its *intervention strategy* for the student who was at risk of not meeting satisfactory course progress; or
  - 10.3. The College has approved a *deferral or suspension* of study in accordance with National Code Standard 13 and College policy.
11. A decision of whether to extend the duration of a student's study is made by the National Manager following a meeting with the student and consultation with the relevant trainer and/or course co-ordinator.

### **Record of Variation to Enrolment Load**

12. If the College varies a student's enrolment load then, the National Manager will record this variation and the reason/s for it on the student's file. This is the case whether or not the variation results in an extension of the duration of the study.
13. Where a variation in a student's enrolment load is made which results in an extension of the student's expected duration of study (and such an extension can only be made because of one of the reasons set out above in the section titled 'Extending duration of study in limited circumstances'), then the National Manager:
  - 13.1. Correctly reports the student via PRISMS; and/or
  - 13.2. Issues a new CoE.

### **Distance and/or Online Learning Modes**

14. The College will only allow students to undertake 25% or less of the student's total course by distance and/or online learning mode.
15. A student may not be exclusively enrolled in distance or online learning units in any compulsory study period. This means that, in each study period, the student must be enrolled in at least one unit that is not by distance and/or online learning modes.

### **CRICOS Registered Course Duration**

16. The expected duration of study specified in each student's CoE must not exceed the CRICOS registered course duration. The only exception to this is where a student's expected duration of study has been extended for the reasons set out above in the section titled 'Extending duration of study in limited circumstances'.

### **Related Policies**

- Attendance policy
- Compassionate or compelling circumstances policy
- Intervention strategy policy
- Student complaints and appeals policy
- Deferring, suspending or cancelling enrolments policy
- Course progress policy

### **Related Standards**

- National Code Standard 6
- National Code Standard 10
- Standards for Registered Training Organisations 2015 – Standard 1 – Clause 1.1