

Version	1.1
Last Amended	16 January 2017
Approved By	CEO
Date Approved	16 January 2017
Reference	Completion within the expected duration of study Policy and Procedures v1.1

1 Completion within the expected duration of study Policy and Procedures

Purpose:

- Windsor has and implemented documented policies and procedures 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 (Confirmation of Enrolment).
- Windsor only extends 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:
 - compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where Windsor was unable to offer a pre-requisite unit)
 - Windsor implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
 - an approved deferment or suspension of study has been granted according to Windsor Deferment, Suspension and Cancellation Policy and Procedures.
- Where there is a variation in the student's enrolment load which may affect the student's expected duration of study, Windsor retains the record of Student Course Variation and the reasons for it on the student file.
- Windsor correctly reports the student via PRISMS (Provider Registration and International Student Management System) and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.
- Except in the circumstances where student course variation and the reasons for it is recorded on the student file, Windsor ensures that the expected duration of study specified in the student's CoE will not exceed the CRICOS registered course duration.
- Windsor does not provide any distance or on-line learning.

2 Scope

This policy applies to:

- International students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.

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Windsor College Pty Ltd trading as Windsor College - RTO Provider Code 41090 - CRICOS Code: 03560K – ABN 93 602 498 055

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All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of the academic progress requirements through Student Prospectus, the College's website, Student Handbook, during the enrolment and orientation processes and also throughout the course.

3 Procedure

- It is the responsibility of each Director of Studies to ensure where possible timetables are set in such a way so that students have equitable distribution of study load throughout the course of enrolment.
- Students are provided with the timetable on their orientation day and at the beginning of each study period which identifies the unit required to be completed in that study period (semester).
- Windsor encourage students to enrol in all the units delivered for their chosen group in a particular study period except in the circumstances where:
 - students are not required to undertake a unit of competency due to credit transfer / recognition of prior learning
 - student has not previously complete the pre-requisite study component of a unit
- All students are required to attend scheduled classes on a full-time basis to ensure they meet the academic requirements.
- After the completion of study period, results are entered in the Student Management System, RTO Manager.
- Academic progress of each student is verified by the Director of Studies. Where a student has fallen behind or is identified to be at risk of not completing the course, a meeting is arranged with the student to work out an intervention strategy.
- If as a result of meeting, the Director of Studies assesses that student can achieve better learning outcomes with reduced study load or modified study plan, he/she will make a report and forward it to the CEO for his final assessment. If the study plan is approved by the CEO, a copy of modified study plan placed on student file.

Note:

This policy should be read in conjunction with the following policies:

- Monitoring Course Progress Policy and Procedures
- Deferment, Suspension or Cancellation of Enrolment Policy and Procedures

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All changes to a student's course duration is to be reported to the ESOS Agency of Immigration and Border Protection (DIBP) via the PRISMS reporting system and records / documents of reasons and the decision process to be kept in student files.

4 Related Standard

This policy/procedure supports 'Standard 9' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'.

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