



RTO Code: 31897

CRICOS CODE: 03149K

OVERSEAS STUDENT VISA REQUIREMENTS National Code Standard 8

COMPLETION OF STUDIES IN THE EXPECTED DURATION OF THE CONFIRMATION OF ENROLMENT

International Institute of Management Pty Ltd t/a American College staff will constantly monitor student assessments and workloads and record any changes /variations on the student file.

International Institute of Management Pty Ltd t/a American College will monitor every student's enrolment load a minimum of once per study period (per term / 3 months) to ensure students can complete the course in the duration as per the Confirmation of Enrolment (COE).

A generic course progress policy may not be appropriate for more than one course. Courses that require additional or varied progress rules will be provided a separate course progress policy, Refer to *Course Progress Policy and Procedure*.

Trainers will discuss any concerns with students and offer assistance as situations arise to help prevent students falling behind in their course progress. Trainers will constantly monitor the progress of students and report any concerns to the Director as soon as identified.

Any student that fails a unit of competency in their course may be considered 'at risk' to not complete the course in the expected duration and intervention strategies can be commenced at any point, at the discretion of the Director.

As part of an intervention strategy, students may take a normal, reduced or increased study load in a study period, if the workload is monitored to ensure the student completes the course within the duration specified on the CoE, and, that it does not have a detrimental effect on the principal course of study.

The expected course duration for overseas students should not differ from the expected duration for domestic students.

American College will only extend the duration of a COE -

- Under **compassionate or compelling circumstances**, when it is clear the student will not be able to complete by the end date of the COE.
- where intervention strategies have been implemented for students at risk of not completing satisfactory course progress
- where there is an approved deferment or suspension of study

Student progress is assessed and recorded at the minimum on completion of each unit of competency / or once each study period.

Any intervention required is acted upon and discussed with students as needed.

Students are encouraged to increase their workloads to 'catch up' on any missed units. The College is open 5 days per week to further assist students.

International Institute of Management Pty Ltd T/A American College/International Institute of Management
180 Logan Road Woolloongabba 4102



RTO Code: 31897

CRICOS CODE: 03149K

Compassionate or compelling circumstances may be deemed as serious illness; bereavement of a closely related family member (evidence will be required); natural disasters; traumatic experience or political upheaval in home country.

Should students refuse to maintain an agreed/approved workload; the student will be firstly counselled and then warned of impending visa implications.

If there are compelling or compassionate reasons, American College may grant the student a less than 'full time' workload. This would be monitored as part of the student's intervention strategy.

American College will issue a new COE should the student need to extend the duration of their course.

A student who deliberately under-enrols (therefore deemed as a non-genuine student) may represent a risk for American College's compliance of Standard 8. This could result in a cancellation of the student's enrolment as per '*Student Code of Conduct*'.

In this instance American College would implement one of two options -

- Cancel the student's enrolment when the student refuses to enrol in an appropriate load; *or*
- Document the student's behaviour and, if the student requests an extension of duration of study, refuse to extend the CoE.

Intervention strategies are tailored to meet each student's individual needs. Formal intervention strategies and counselling of the student will be implemented.

Intervention Strategies could include:

- attending academic skills programs
- attending tutorial or study groups
- receiving individual assistance / mentoring
- attending study groups
- attending counselling
- receiving assistance with personal issues which are influencing progress
- being placed in a suitable alternative subject within a course or a suitable alternative course;
or
- a combination of the above and a reduction/increase in course load.



RTO Code: 31897

CRICOS CODE: 03149K

Definitions:

'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*
- *major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;*
or
- *a traumatic experience which could include:*
Involvement in, or witnessing of a serious accident; and
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) or where American College was unable to offer a pre-requisite unit.
Any other circumstance would require evidence to be considered as compassionate or compelling.

NOTE: A student is expected to complete their course within the duration of their COE **unless** compassionate and compelling circumstances are approved where the student was unable to attend classes e.g. due to illness or American College was unable to offer a pre-requisite unit; the student is under an intervention strategy identified as at risk of not meeting course progress or the student has an approved deferment or suspension of studies granted refer *Deferring, Suspending or Cancelling a Student's Enrolment Policy and Procedure*, Standard 9.

PROCEDURE

The progress of each student is monitored, recorded and assessed for each unit of competency in which they are enrolled.

Student progress must be monitored to ensure they are on track to complete within the duration of their COE. This is recorded by the trainers and relevant notes etc kept on student files.

The Campus Manager will monitor PRISMS a minimum of monthly to ensure CoEs are issued no longer than the approved duration as registered on CRICOS via the *Course Duration Comparison Report*.

Any change to the course's approved delivery mode, must first be sought by the regulator before implementation.

American College teaching staff will monitor every student's enrolment load a minimum of once per study period and on completion of each unit of competency to ensure students can complete the course in the duration as per the Confirmation of Enrolment (COE) and add notes/records to the student file.

After all results are available, Trainers must request to the Campus Manager to authorize the addition of units that have been failed in the previous term to be added to the student's current term timetable to enable the student to complete units within the expected duration and fulfil pre-requisite requirements. Every case is to be assessed individually. Support /intervention would be offered to the student at this time.



RTO Code: 31897

CRICOS CODE: 03149K

American College will only extend the duration of a COE -

- Under **compassionate or compelling circumstances**, when it is clear the student will not be able to complete by the end date of the COE.
- where intervention strategies have been implemented for students at risk of not completing satisfactory course progress
- as approved deferment or suspension of study

Staff are to firstly encourage students to increase their workloads to 'catch up' on any missed units. The College is open 5 days per week to further assist students. Trainers must consult with the Campus Manager before increasing or decreasing student workloads.

Where American College decides to extend the duration of the student's study due to any of the conditions above, American College will report via PRISMS and/or issue a new CoE if required. PRISMS will indicate to the user if a new CoE is required. This reporting must be done within 31 days of the determination that the student will need to change/extend the duration of their COE.

CoE changes performed by Admission staff

- When the student is required to repeat units in a study period, Admissions staff will be notified by the Campus Manager in writing, whether a change to the student COE and/or an update in PRISMS is required.
- Any record of variations to student enrolment must be kept on the student's file and updated in PRISMS as applicable.

A student who deliberately under-perform may represent a risk for American College's compliance of Standard 8 (*refer Student Code of Conduct*). In this instance American College would implement one of two options -

- Cancel the student's enrolment when the student is unable to enrol in an appropriate load as outlined in American College's *Deferring, Suspending or Cancelling a Student's Enrolment Policy and Procedure, Standard 9 and stated on the written agreement Std 2 & 3.*

Or

- Document the student's behaviour and, if the student requests an extension of duration of study, refuse to extend the CoE as outlined in American College's *Deferring, Suspending or Cancelling a Student's Enrolment Policy and Procedure, Standard 9*

American College must inform the student of its intention to cancel the student's enrolment and notify the student that he or she has 20 working days to access the Complaints and Appeals process.

If the second option is chosen American College must make the reasons for not granting a further CoE clear to the student.

Regardless of the option chosen, American College must be able to demonstrate that it has monitored the student's course progress and taken action to keep the student on track to finish within the duration.



RTO Code: 31897

CRICOS CODE: 03149K

Course duration comparison reports (PRISMS) are monitored by the Campus Manager a minimum of monthly to ensure COEs are not generated over the allowed durations. All entries on the report must be investigated/noted/corrected as applicable.