

TEPO9 Completion within the Expected Duration Policy and Procedure

Purpose

International students on a student visa are required to complete their studies within the defined period of their confirmation of enrolment as specified on their E-COE. The purpose of this policy is to set out the guidelines to ensure students at Turner English:

- Complete their course within the expected duration
- Are aware of circumstances whereby the duration of their course may be varied.

The principle on which students may extend the duration of their course are defined by compassionate and compelling circumstances, course progress and intervention programs as well as approved suspension or deferrals.

Legislative Base

The following legislation is applicable to this policy and procedure:

Education Services for Overseas Students Act 2000 (ESOS Act 2000) and ESOS Regulations 2001
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007): Standard 9.

Scope

This policy applies to international students on a student visa studying English course at Turner English.

Definitions

E-COE: Electronic confirmation of enrolment

Prisms: The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to registered providers.

DIBP: Department of Immigration and Border Protection.

At Risk: A student is deemed at risk of not completing the course if through monitoring the student is unable to complete the course within the expected period of the E-COE.

Intervention: Articulated educational strategies to enable completion of course.

Procedure

1. Students are required to attend classes for a minimum of 20 hours per week, as stipulated in the Student Agreement and as a requirement of their student visa conditions. Attendance is monitored as set out in the *Attendance Monitoring Policy and Procedure*
2. Students academic progress in language development is monitored to ensure that they are able to complete their course as specified on the E-COE This monitoring process is detailed in the *Course Progress Policy and Procedure* to ensure that at all times the student is in a position to complete the course within the specified duration.
3. The circumstances in which the E-COE can be extended when it is clear that the course cannot be completed on time include:
 - Compassionate and compelling circumstances as detailed in the *Compassionate and compelling Circumstances Policy and Procedure*
 - Implementation of intervention strategies, as detailed in the *Course Progress Policy and Procedure*
 - Approved deferment or suspension of study in accordance with the *Deferment, Suspension and Cancellation Policy and Procedure*
4. In the event of circumstances described in (3) above, the student's E-COE will be extended and the student will be advised and counseled further. A record will be made of this variation and the reasons for it on the student file. Turner English will report the student via PRISMS and/or a new E-COE issued when the student can only account for the variation/s by extending his or her expected duration of study.
5. Except in circumstances described above, the expected duration will not exceed the CRICOS registered course duration.
6. The circumstances in which an E-COE may not be extended include when evidence is available (through file notes, emails, letters or phone calls) that a student has repeatedly ignored requests to discuss unsatisfactory attendance and course progress and when Turner English has failed in attempts to contact the student on a least three occasions. All attempts will be noted on file before a final review.

Responsibilities

- The *Lead Teacher* is responsible for ensuring class teachers monitor course progress and attendance. Where it is clear that the student will not be able to complete the course on time, the Lead Teacher will consult with the class teacher and counsel the student to devise appropriate support measures. A record will be maintained on the student file.
- *Students* are made aware of this policy requirement as part of enrolment and at orientation. Students are required to participate in any intervention program devised.
- *Class teachers* are required to monitor and record course progress and attendance and to advise the Lead Teacher at the earliest possible stage of any student *at risk* of not completing the course on time.

Review

This policy is subject to review as part annual of internal audit processes and at any time there are changes to the ESOS Act 2000 and National Code 2007 updates. A random sample of student files will be selected to ensure the procedures are followed