



PROMOTING HOLISTIC TRAINING

EXPECTED DURATION & STUDY LOAD

Reference:

National Code Standard 9

VERSION HISTORY

Policy Owner:	Directors	JaiKiran Seelam
Document Management:	Administration & Compliance Manager	
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PURPOSE

This policy sets out how Nurse Training Australia (NTA) will monitor the enrolment load of students to ensure that at all times the student is in a position to complete their program within the duration specified on their CoE (Confirmation of Enrolment) in PRISMS (Provider Registration and International Students Management System). This policy sets out the limited circumstances in which students are permitted to receive an extension to the expected duration of study for their course and NTA will extend the expected duration through issuing a new CoE.

The student will be advised in the Student Handbook and on the website of their obligations to maintain the expected study load, the course progress requirements and how to apply for variations to their study load.

References

NC Standard 9	Completion within the expected duration of study
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Implementation

The **Directors** is ultimately responsible for students being made aware of their visa obligations and ensuring that the College complies with the ESOS Act and National Code in relation to these matters.

The **Administration and Compliance Manager** is responsible for day to day administration of the course progress records, the database and reports and PRISMS entry.

The Administration and Compliance Manager communicates and counsels the students around study load and CoE's.

The **Director of Studies** is responsible for monitoring course progress and communicating with the Administration and Compliance Manager regarding course progress and study loads and intervention with students to maintain the study load.

The Director of Studies deals with academic complaints and appeals.

PROCESS

Compulsory Study Periods

NTA offers 4 terms in the academic year - Term 1, Term 2, Term 3 and Term 4.

All terms are considered compulsory study periods.

Full Time Enrolment Load

A student must enrol in the timetabled units each term.

Monitoring of Course Progress and Intervention

NTA will record and monitor course progress at the end of every study period. This process will highlight the students at risk and requiring intervention. Students not maintaining their study load will be in these reports from the RTO Manager System.

The Administration and Compliance Manager and Director of Studies will meet monthly and record these variations that will trigger actions within Student Services department.

Approved Reduced Study Load

NTA may permit a student to undertake a reduced study load over the academic year in the following limited circumstances;

- I. Student has been awarded exemptions (Credit) under standard 13 or RPL and there is no available course in that study period which will contribute to the program; or
- II. Student has not passed the required prerequisite courses to allow further enrolment; or
- III. Student has been approved for a reduced study load over the academic year as part of an intervention strategy for students who were at risk of not meeting satisfactory course progress: or
- IV. Student has been granted an approved leave of absence under compassionate and compelling grounds.

Students who are permitted to undertake a reduced study load will be provided with a revised study plan which must be followed for all future study periods.

The changes will be recorded on the student file and in the RTO Manager System and notes area.

Confirmation of Enrolment (CoE) Management

Students who do not abide by the requirements of this policy will be considered to be deliberately under-enrolling over an academic year, without acceptable reason and contrary to the College's advice. As a result NTA may refuse any extension to a CoE for refusing to undertake the required study load.

Where considered necessary, NTA reserves the right to enrol students within a structured course progression plan which may result in an extension to the original duration of a CoE as part of an implemented intervention strategy or on the basis of compassionate and compelling grounds.

DOCUMENTS AND EVIDENCE OF PROCESS

Data and notes from the RTO Manager System

Course Progress Reports at the end of term
Records of student intervention plan and records
Intervention meeting record
PRISMS changes to CoE