

POLICY & PROCEDURES



Australasian Lawrence
Aged Care College
Centre of Excellence in Health Education

ESOS Course Requirements

Area	Management		Classification	Governance	
Last Updated	Oct 2010	Version	2010-02	Co-ordinating Responsibility	CEO / DOS
Next Review	Oct 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual

POLICY

The CEO / Director of Studies will ensure that ESOS course requirements for all international students enrolled at ALACC are followed.

Step PROCEDURE

	The CEO / Director of Studies will have responsibility for ensuring:
1	All courses to be registered on the CRICOS database are full time.
2	No courses are offered to international students that are delivered part time.
3	A minimum of 20 contact hours per week, taken as an average for a term or semester, unless otherwise approved by Victorian Registration and Qualifications Authority, is scheduled for each course.
4	The course duration entered on CRICOS is determined on the basis of the normal amount of full time study required to complete the course.
5	The duration does not include any period of practical training unless it is a mandatory requirement of the course.
6	Arrangements for the provision of courses with another provider are approved as part of the registration process (if applicable), and that any changes to these arrangements, or any new arrangements, during the period of registration, are also approved.
7	Students are not enrolled full time in their final semester where the student has been required to repeat units.
8	Students are notified in writing at least 3 weeks prior to any change in location of training facility