

# POLICY & PROCEDURES



**Australasian Lawrence  
Aged Care College**  
Specialist in Aged Care,  
Community and Health Education

## COMPLETION WITHIN THE EXPECTED DURATION OF STUDY

Area	Administration		Classification	International Students	
Last Updated	<b>Jun 2011</b>	Version	<b>2010-02</b>	Co-ordinating Responsibility	<b>CEO / DOS International Student Liaison Officer Course Manager(s)</b>
Next Review	<b>Dec 2011</b>	Approved by	<b>Janet Lawrence CEO/DOS</b>	Distribution	<b>Policy and Procedure Manual, Website Orientation Manual</b>

### PURPOSE

To ensure students successfully complete the course they choose to undertake with Australasian Lawrence Aged Care College (ALACC).

### POLICY

Australasian Lawrence Aged Care College will monitor the workload of students to ensure they complete the course within the duration specified in their COE. ALACC only enable students to extend the expected duration of study for the course through the issuing of a new COE in limited circumstances.

### Step REQUIREMENTS

<b>1</b>	Students are required to complete their course within the expected duration of study as recorded on the CRICOS register unless the circumstances listed below apply.
<b>2</b>	A full-time student load is planned as a minimum of 20 hours scheduled participation per week however students may be engaged for less than this minimum requirement due to: <ul style="list-style-type: none"> <li>○ Credit transfer granted</li> <li>○ Recognition of Prior Learning granted</li> <li>○ Partial provision by distance education or e-learning</li> <li>○ Unavailability of key or prerequisite units at the time it is required</li> </ul>
<b>3</b>	ALACC may extend the duration of the student's course only in the following circumstances: <ul style="list-style-type: none"> <li>○ Compassionate or compelling circumstances; such as, illness and where a medical practitioner's certificate is provided ; or where ALACC is unable to offer a pre-requisite unit</li> <li>○ ALACC is implementing its intervention strategy for students at risk of not meeting satisfactory course progress</li> <li>○ Where ALACC has approved the deferral of commencement of studies or the suspension of study under Standard 13</li> </ul>
<b>4</b>	Any extension to the duration of a student's course will be notified by ALACC on PRISMS and if necessary a new COE will be issued once the Course Manager in conjunction with CEO/DOS accurately predicts how long an extension of duration of study the student will require.

<b>5</b>	Any extension to the duration of a student's course, and the reasons for the extension will be recorded on the student's file.
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## Step PROCEDURE

<b>1</b>	At the time of initial enrolment each student will be furnished with a Timetable which will identify the units required to be completed in each study period in order to complete the qualification within the normal duration as indicated on the CRICOS register.
<b>2</b>	Students are then required to fill the Unit Enrolment Form for that study period. The minimum load of enrolment will be determined by the individual course manager in conjunction with the CEO/DOS.
<b>3</b>	After the completion of each study period student results will be entered on the student database and a progress report generated for each student. Those students whose progress has fallen behind the training program schedule will be required to attend a meeting with the Course Manager and CEO/DOS or her delegate. (Also refer to <a href="#">Course Progress Policy</a> )
<b>4</b>	Each student identified as falling behind the training program schedule will have their program reviewed by the Course Manager in conjunction with CEO/DOS or her delegate and modified in order to ensure they will complete within the expected duration. Strategies to be considered for achieving the outcome will include: <ul style="list-style-type: none"> <li>○ Resitting assessments</li> <li>○ Undertaking additional units in subsequent study periods to "catch up" with their training program schedule</li> <li>○ Optional holiday programs</li> </ul>
<b>5</b>	A copy of the modified program and a written explanation of the need for the modified program will be provided to the student and placed on the student's file.
<b>6</b>	If a student's program cannot be modified so that they will complete within the expected duration of study as recorded on the CRICOS register they will be deemed to be at "at risk" of not meeting satisfactory course progress requirements and placed on an intervention strategy as documented in the Course Progress and Intervention Strategy.