EXPECTED DURATION & STUDY LOAD

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Document Management:		Principal		
File:		POL_SS09 Study Load Expected Duration v2.1		
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Changes history				
Number	Dates	Changes summary		
V2.1	September 2018	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide, Review and update as per internal audit report		
V2.0	September 2016	Quality assurance check across documents		
v1.0	July 2016	New standards for RTO's 2015		

PURPOSE

This policy sets out how South Sydney College 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). The expected duration of a course is the duration of the course as registered on The Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

This policy sets out the circumstances in which students are permitted to receive an adjustment to the study load or extension to the expected duration of study for their course. This policy sets out the circumstances where South Sydney College will extend the expected duration through issuing a new CoE.

The student will be advised in the International 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

Implementation

The **CEO 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.

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

The **Principal** communicates and counsels the students around study load and CoE's.
The **Principal** is responsible for monitoring course progress and communicating with the **Student Services Manager** regarding course progress and study loads and intervention with students to maintain the study load.

PROCESS

Compulsory Study Periods

South Sydney College offers 4 terms & Summer School in the academic year - Term 1, Term 2, Term 3, and Term 4; Summer School. Summer Intake is for new enrolments only.

Some courses have 10 intakes (2 each Term) and where a student commences a program at the beginning of the 2nd intake within a term.

Each term is considered a compulsory study periods. Except summer term which is repeat of Term4.

Course duration, amount of training and volume of learning

- The annual calendar consists of 4 terms & Summer School (as explained earlier in this document)
- Each term offers 2 - 3 units
- Each term is followed by a term break of 2 or 3 weeks or 9 weeks at the end of year depending on the time of year. Expect Summer School there is no term break and student continue to Term1 next year (See Intake Dates Spreadsheet)
- There are 10 intakes per year for this course which means students may commence their course at the start of term or mid – term without disadvantage. See the delivery schedule for more notes on intakes and arrangement of units that follows.
- In practice and once at full capacity with a group, the College will be opening a new group starting immediately in the next intake.
- After reviewing students educational qualification/knowledge/skills/experience, SSC will determine the amount of training that will be required for each student to complete a course.
- Amount of training is divided into two categories based on student's profile:
  - **Average Student:** is described as a learner who has average previous academic performance and no prior knowledge/skill/experience relevant to the course. "Unit outline" for each unit will specify the amount of training for a average student as per "Learning activities and Volume of Learning" section of this document. SSC Academic team will review the performance (e.g. assessment outcome, Feedback from Trainer and assessor) of these students at the end of each term. Based on their performance, SSC academic team may change student's category. In addition, Average students name will be highlighted in the attendance sheet, so that Trainers and Assessors can provide additional support if required.
  - **Above average Student:** is described as a learner who has good previous academic performance and/or prior knowledge/skill/experience relevant to the course. "Unit outline" for each unit will specify the amount of training for a Above average student as per "Learning activities and Volume of Learning" section of this document.

Re-enrolment Confirmation Each Term

Students will re-enrol in the timetabled units each term, and will complete required units in that term. By confirming enrolment each term, SSC is able to monitor the students study load at each term, extract reports from the RTO Manager and communicate with students about study loads.

Full Time Study at SCC Is made up of 75% Classroom and 25% Online Study

SCC programs are designed in a blended mode of study. This requires students to enroll in, attend and complete classroom learning for every unit of study across the 4 terms.
SSC does NOT offer any units entirely online.
 The units of study are timetabled as follows:
15 hours of face to face teaching per week which is 75% of the required 20 hours per week.
5 hours of online learning per week which is 25% of the required 20 hours per week.
The students are expected to follow the program as set in the course information and there are multiple points where each student can be monitored to ensure the student is maintaining the required study load and course progress for an overseas study.

Increased Study Loads

Students may be enrolling in extra units of study within a term where they are able to catch up with a missed unit or repeat a unit. The re-enrolment confirmation each term will identify these variations.

Monitoring of Course Progress and Intervention

South Sydney College 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 Student Management System.
The Student Services Manager and Principal will meet monthly and review these variations that will trigger actions that are followed through by the Student Services department.
This process is covered in Course Progress (Standard 13)

Approved Reduced Study Load

South Sydney College may permit a student to undertake a reduced study load over the academic year in the following limited circumstances.
This approval will be recorded in meetings with the Principal and student and placed on the student record.

Limited circumstances for reduce study load in a term	Explanation
Credit Transfer or RPL and no other units to make up to full time load in that term	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
Completing remaining units at the end of a course	The student has only a few units left to complete and these do not constitute a full-time load
Must repeat and pass pre-requisite units to progress in that term	Student has not passed the required prerequisite courses to allow further enrolment; or
Intervention plan allows for reduced study load of units in	Student has been approved for a reduced study load over the academic year as part of an intervention strategy for

that term	students who were at risk of not meeting satisfactory course progress (Standard 10): or
Approved leave of absence in that term	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 student management system and notes area.

SSC will offer extra units for students who are not going to complete within the expected duration.
These may include:
 encouraging the student to 'catch up' by taking an extra unit each term in another shift.
encouraging the student to 'catch up' by taking extra units in the "summer" break period if and when these are offered.

Reporting Variations to Course Length in Confirmation of Enrolment (CoE)
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 communications and advice.
As a result, South Sydney College may refuse any extension to a CoE to a student who has refused to undertake the required study load.

The expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration. The exceptions are the circumstances set out here including intervention study plans and compassionate and compelling circumstances,

Where considered necessary, South Sydney College 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.

In the circumstances set out here and recorded in the student file, the College will "report" study load changes in PRISMS follow the required reporting guides.

DOCUMENTS AND EVIDENCE OF PROCESS
Data and notes from the Student management system
Course Progress Reports at the end of term
Records of student intervention plan and records
Intervention meeting record
PRISMS changes to CoE