

**Standards:**

This Policy and procedure relates to Standard 9 – Completion within the expected duration of study- Under the National Code 2007.

**Policy Statement:**

SGSCC Management and staff are committed to ensuring that all enrolling students are monitored within their study loads to ensure that they are able to complete their training within their enrolment period.

**Procedure:**

1. During the period of enrolment SGSCC staff shall:
  - 1.1. Ensure that the enrolments of students and their study loads are in keeping with their enrolment durations as stipulated by their COE's.
  - 1.2. Ensure that in each compulsory study period for a course that the student is studying in at least one unit that is not by distance or online learning.
  - 1.3. Only extend the students study where the student is unable to complete their study or training within the expected duration where advice is provided that the following reason prevail:
    - 1.3.1.compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where SGSCC is unable to offer pre-requisite units, or any circumstance that the SGSCC international Manager in consultation with the Workskills Business manager may deem as compassionate and compelling circumstances)
    - 1.3.2.SGSCC will implement its intervention strategy for students who were at risk of not meeting satisfactory course progress as per INTP016.
    - 1.3.3.an approved deferment or suspension of study has been granted as per INTP018.

2. SGSCC International Manager or SGSCC International Admin assistant will record this variation and the reasons for it on the students file.
3. SGSCC International Manager or SGSCC International Admin assistant report all variations to a students expected enrolment duration via PRISMS when the study variation extends past expected enrolment duration stipulated by their CoE.
4. SGSCC International Manager will ensure that 75% of study load is delivered in class and not allow a study load for any student to contain more that 25% distance education or any study period to contain distance only units of study.
  - 4.1. 25% of distance study consists of an online / distance learning task deemed worth 25% of total hours by trainer. Students must complete the task by the following week and submit to trainer. When student fails to submit learning task to trainer, student will be deducted 25% of total hours off the previous week's attendance.
5. SGSCC International Manager will ensure that except in the circumstances specified in Standard 9.2, they not allow the expected duration of study specified in the student's CoE to exceed the CRICOS registered course duration.

**Person Responsible:**

SGSCC International Manger  
SGSCC International Admin assistant

**Related Documents:**