



Completion Within the Expected Duration of Study

Regulation and Standards	<p>National Code 2018</p> <p>Standard 8</p>
Policy	<p>POLLARD ENGLISH, at all times, monitors the progress of each student to ensure they are in a position to complete the course within the expected duration as specified on the student's CoE(s).</p> <p>POLLARD ENGLISH only enables students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.</p> <p><i>Repeating a Level</i></p> <p>If a student is required to repeat a level of study due to failure to be deemed competent in that level, the student must repeat it.</p> <p>Students are not permitted to repeat a level more than once unless its due to illness, evidenced by a medical certificate, or other exceptional circumstances beyond the control of the student, eg bereavement.</p>
Procedure	<p>Monitoring Progress to Ensure Students Complete within the Expected Duration</p> <ul style="list-style-type: none"> • Student enrolls with Pollard English • Student course progress is monitored on a regular basis through the review of attendance, participation, weekly formatives, mid course summatives and final summatives to ensure completion within the time frame • Student course progress is satisfactory • No change in course length required <p>Student files will be maintained at all times and may include the following; a student's course enrolment type, documents relating to any compassionate and compelling circumstances that have interfered with the student's ability to complete the course within the expected duration, documents relating to any approved deferment or suspension, documents that relate to the student's poor academic progress and action taken to intervene.</p> <p>Altering the Students CoE, and Reporting Students to Department of Home Affairs (DHA)</p> <p>POLLARD ENGLISH will only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:</p> <ol style="list-style-type: none"> 1. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit) 2. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or <p>Where there is a variation in the student's load which may affect the student's expected duration of study, POLLARD ENGLISH will:</p>



	<ol style="list-style-type: none">1. continue to monitor student course progress to ensure completion within time frame,2. implemented Intervention strategy to help student complete the course as best as possible within required time frame,3. if necessary, increase the course length to enable student to meet academic progress requirements,4. record any variation and the reasons on the student file,5. correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.
Reviewed	Annually
Version	0.1