



# EXPECTED DURATION & STUDY LOAD

Reference:

**National Code Standard 9**



## VERSION HISTORY

<b>Policy Owner:</b>	CEO		
<b>Document Management:</b>	RTO Manager		
<b>File:</b>	POL_SS09 Study Load Expected Duration v2.1		
<b>Last Updated on:</b>	04/2017	<b>Next Review Date:</b>	04/2018
<b>Changes history</b>			
<b>Number</b>	<b>Dates</b>	<b>Changes summary</b>	
V2.1	May 2017	Updated to National Code 2017	
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide	
v1.0	July 2016	New standards for RTO's 2015	



## Contents

PURPOSE.....	4
PROCESS .....	5
Compulsory Study Periods.....	5
Re-enrolment Confirmation Each Term .....	5
Full Time Study at AMBI Is made up of 75% Classroom and 25% Online Study.....	5
Increased Study Loads.....	5
Monitoring of Course Progress and Intervention.....	5
Approved Reduced Study Load – Circumstances .....	5
AMBI will offer extra units for students who are not going to complete within the expected duration. ....	6
Reporting Variations to Course Length in Confirmation of Enrolment (CoE) .....	6



## PURPOSE

This policy sets out how Australian Massage and Beauty Institute 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). This policy sets out the limited circumstances in which students are permitted to receive an extension to the expected duration of study for their course and Australian Massage and Beauty Institute will extend the expected duration through issuing a new CoE.

The student will be advised in the 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 Institute complies with the ESOS Act and National Code in relation to these matters.

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

The RTO Manager communicates and counsels the students around study load and CoE's.



## PROCESS

### **Compulsory Study Periods**

Australian Massage and Beauty Institute offers 4 terms in the academic year - Term 1, Term 2, Term 3 and Term 4;

Each Term consists of 2- 4 units. This will vary in the courses;

All terms are considered compulsory study periods.

### **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, the Institute 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 AMBI Is made up of Classroom and Blended modes**

Australian Massage and Beauty Institute programs are designed for both classroom delivery mode and blended delivery mode including online study. 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.

AMBI does NOT offer any units entirely online.

The units of study are timetabled as follows:

#### Classroom mode:

20 scheduled contact hours per week in face to face classroom

#### Blended mode:

16 scheduled contact hours per week made up of 8 face-to-face classroom teaching  
8 hours work placement

This combination makes up 80% of the scheduled contact hours per week.

4 hours of flexible online learning per week which is 20% of the 20 scheduled contact 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 student.

### **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. In these circumstances, the scheduled contact hours will be greater than 20 hours per week for a defined period. This may occur when a student progresses to the next term but must repeat a unit from the previous term.

### **Monitoring of Course Progress and Intervention**

Australian Massage and Beauty Institute will record and monitor course progress at the end of every unit and end of every term /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, RTOM. These are by exception reports which means that RTOM can report on students whose attendance, contact with the College (if under intervention plans) or unit results do not meet requirements.



This process is covered in Course Progress (Standard 13)

### **Approved Reduced Study Load – Circumstances**

Australian Massage and Beauty Institute 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
<b>Credit Transfer or RPL and no other units</b> 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
<b>Completing remaining units</b> 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
<b>Must repeat and pass pre-requisite units</b> to progress in that term	Student has not passed the required prerequisite courses to allow further enrolment; or
<b>Intervention plan</b> allows for reduced study load of units in that term	Student has been approved for a reduced study load over the academic year as part of an intervention strategy for students who were at risk of not meeting satisfactory course progress (Standard 10); or
<b>Approved leave of absence or reduced study load</b> in that term	Student has been granted an approved leave of absence or reduced study load as part of an intervention strategy 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.

### **AMBI 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.

### **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 Institute's communications and advice.

As a result, the Institute 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, AMBI 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 Institute will “report” study load changes in PRISMS follow the required reporting guides.