



## Completion within expected duration Policy and Procedure (National Code Standard 9)

---

### 1. Policy

- 1.1 Melbourne Institute of Vocational Studies (MIVS) monitors student's course progress to assist them in completing their course within the expected course schedule as stated on their CoE.
- 1.2 MIVS provides support in accordance with the Institute Student support policy and procedure to assist international students completing their course within the expected duration.
- 1.3 MIVS extends the duration of an international students CoE in the limited circumstances identified in item 1.8 of this policy and procedure.
- 1.4 MIVS does not deliver more than 25% of a scheduled course to international students in any one study period by on line or distance learning.
- 1.5 MIVS does not deliver more than 25% of the total scheduled course to international students by on line or distance learning.
- 1.6 If due to exceptional circumstances identified in item 1.8 of this policy and procedure MIVS amends an international student's CoE via PRISMS, it issues the new CoE to the student and places a copy in the student's file.
- 1.7 International Students study at least one unit that is not Distance or E learning in each study period.
- 1.8 MIVS extends the scheduled duration of study in the following exceptional circumstances:

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident
  - witnessing or being the victim of a serious crime.
- where the Institute was unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa
- If student is at risk of not achieving satisfactory course progress and the Institute is implementing its intervention strategy that requires the period of study to be extended (reference Student support policy and procedure)

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > [admission@mivs.edu.au](mailto:admission@mivs.edu.au)



- If an approved deferral of commencement of studies or the suspension of study has been approved in compliance with the Institute Deferment, suspension or cancellation of enrolment policy and procedure

1.9 Reasons for the changes to the duration of their course are recorded in the student's file.

1.10 International students full time load is considered as a minimum of 20 scheduled hours of attendance per week unless:

- There are compassionate or compelling circumstances for reducing the load
- The reduced load is part of the Institutes intervention strategy
- The students study load has been reduced through a successful Credit Transfer application
- The students study load has been reduced through a successful Recognition of prior learning application
- Part of the course is delivered via distance learning
- Pre requisite units are not available in that study period

1.11 The length of a study period varies depending on the course. The duration of any study period including holiday breaks is no more than 12 weeks.

#### Definitions:

- PRISMS Provider Registration and International Student Management System [PRISMS]. Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the Education Services for Overseas Students Act 2000 (ESOS Act). PRISMS is a secure system for providers to: -issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Immigration and Border Protection requires these to issue a student visa), and report changes in overseas students course enrolment.
- Expected duration For the purposes of Standard 9, 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). The expected duration for overseas students should not differ from the expected duration for domestic students. The course duration includes approved holiday periods.
- CoE Confirmation of Enrolment. A CoE is issued to the student based on the registered duration of a course (or a shorter duration if the student has already completed part of the course). A student should complete the course within the length of the CoE unless the circumstances specified in National Code 2007 Standard 9.2 applies
- Compulsory study period A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > [admission@mivs.edu.au](mailto:admission@mivs.edu.au)



Standard 13. A compulsory study period does not include periods in which the student can elect to undertake additional studies. See the notes under Standard 9.1 for further details

Ref: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD9.aspx>

### **Duration of study period (excluding holidays )**

BSB51415 Diploma of Project Management.....Terms 1-4 – 10 weeks each, Term 5 – 5 weeks  
BSB51915 Diploma of Leadership and Management.....Terms 1-4 – 10 weeks each, Term 5 – 5 weeks  
BSB61015 Advanced Diploma of Leadership and Management Terms 1-4 – 10 weeks each, Term 5 – 5 weeks

- 1.12 Students must submit verifiable documentary evidence when applying for the scheduled duration of their course to be extended.
- 1.13 The CEO is responsible for the implementation of this policy and procedure.
- 1.14 This policy is implemented in compliance with the requirements of the National Code of Practice 2007 Standard 9.

## **Procedure**

### **2. Course duration**

- 2.1 MIVS develops AQF courses in consultation with Students, academics and industry.
- 2.2 Course duration is set and approval gained through the regulator.
- 2.3 MIVS courses for international students are CRICOS registered.
- 2.4 All international students are issued CoE's with the course duration indicated in accordance with the CRICOS registered course duration.
- 2.5 International students are issued timetables at the beginning of their course indicating the scheduled duration.
- 2.6 An orientation program is provided outlining the expectations of students in achieving satisfactory course progress and in completing their course within the expected duration. The outcome of not achieving satisfactory course progress and completing the course within the expected duration is also explained.
- 2.7 The availability of support services is communicated pre and post enrolment to assist students in completing their course within the expected duration.
- 2.8 Students attempt each unit within their course as per the course schedule provided.

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > [admission@mivs.edu.au](mailto:admission@mivs.edu.au)



- 2.9 The importance of attending all classes is explained along with completing all assessment tasks as per the course schedule.
- 2.10 Student attendance is monitored and intervention employed where appropriate in accordance with the Course progress policy and procedure.

### 3. Monitoring progress

- 3.1 Unit assessment results are inputted into the SMS on a weekly basis.
- 3.2 The Training Manager and Trainers monitor course progress in accordance with the Course progress policy and procedure.
- 3.3 MIVS implements an intervention strategy to assist students who are identified as being at risk of not completing their course within the expected duration.

### 4. Student support

- 4.1 Intervention strategies are employed in compliance with the Course progress policy and procedure for students who are identified at risk of not completing the course within the expected duration.
- 4.2 Students who are identified as falling behind the training schedule may have their study schedule modified in order to ensure they complete within the expected duration.
- 4.3 Strategies for assisting student's completing within the expected duration include:
  - Re-assessments
  - Undertaking additional units during holiday periods
  - Undertaking additional units during subsequent study periods
  - Strategies identified in the Course progress policy and procedure
- 4.4 Students who have their program modified are given an explanation of the necessity for this and considerations. Explanations are provided verbally and in writing and the student given opportunities to clarify information.
- 4.5 The effectiveness of modified programs are monitored by the Training Manager with remedial action taken where appropriate.
- 4.6 If a student's program is modified all communications and documentation employed is placed in the student file.

### 5. Extending scheduled course duration

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > [admission@mivs.edu.au](mailto:admission@mivs.edu.au)



- 5.1 If after having their program modified and/ or being placed on an intervention strategy the student is unable to complete their course within the expected duration the Institute will extend the duration of the CoE only in compliance with item 1.8 of this policy and procedure.
- 5.2 All changes to a student's course duration are reported to DoE via PRISMS and records /documents/ reasons for the decision are placed in student files.
- 5.3 Students are issued a new CoE.
- 5.4 Student progress is monitored and assistance provided in accordance with this, Student support and the deferment, suspension or cancellation of enrolment policy and procedures.

## 6. Notification of intention to report

- 6.1 When it is evident that a student will not complete their course in the expected duration and one or more of the relevant conditions in clause 1.8 of the Completion Within Expected Duration Policy are not met, the student's enrolment will be cancelled as per the Deferral, Suspension and Cancellation Policy.
- 6.2 The student will be sent a letter informing them of the Institute's intention to report.
- 6.3 The student will be advised of the process for appealing against this decision via the Institute Complaints and Appeals process and informed they have 20 working days to appeal the decisions.
- 6.4 Students who choose to access this process will not be reported if they appeal within 20 days of the letter indicating the Institute's intention to notify. Students must continue to attend classes during the appeals process as specified in Institute's Complaint and Appeals Policy.
- 6.5 If the student does not appeal against the decision to report them or if their appeal is unsuccessful, the student is reported on PRISMS and their enrolment is cancelled.
- 6.6 A hard copy of the PRISMS entry will be included in the student's file.

## Revision history

Revision Date	Comment	Revised by
27/11/15	Policy and procedures created	CEO

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > admission@mivs.edu.au