

P14 – Course Amendment Policy and Procedure



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Author: Director of Operations
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Purpose

The purpose of this policy and procedure is to provide clear direction on the circumstances for which a student enrolment may be deferred, suspended or extended.

Scope

This policy and procedure applies to students enrolled within all vocational education and training programs offered by Australian Skills Management Institute (ASMI). It does not address provider-instigated suspension or cancellation of a student due to misbehaviour; that is addressed under the Student Code of Conduct and the Complaints and Appeals Policy and Procedure.

Definitions

Within this document, the following meanings apply:

Term	Definition
Defer	postpone commencement of studies
Suspend	to temporarily put commenced studies on hold
Cancel	permanently cancel (terminate) an enrolment
Compassionate and Compelling 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 well-being. These could include, but are not limited to: <ul style="list-style-type: none">i) serious illness or injury, where a medical certificate states that the student was unable to attend classes;ii) bereavement of a close family member such as a parent or grandparent (where possible a death certificate should be provided);iii) major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; oriv) a traumatic experience which could include:v) involvement in, or witnessing of a serious accident, orvi) witnessing or being the victim of a serious crime,vii) and this has impacted on the student (these cases should be supported by police or psychologists' reports);viii) where ASMI was unable to offer a prerequisite unit; orix) inability to begin studying on the course commencement date due to delay in receiving a student visa.

Impact of Application

In most qualifications, units need to be undertaken in a specific order. Students who defer or suspend their enrolment, may find that the sequencing of their schedule is negatively affected, resulting in an uneven study load or the need to extend their enrolment.

Application for Deferment

Students may apply for a delay in the commencement of their studies on the grounds of compassionate or compelling circumstances.

The application needs to be in writing, addressed to the Director of Operations, and include sufficient supporting evidence to enable assessment of whether the circumstances justify a deferment, based on the potential impact that the delay may have on the applicant's studies. Applicants will be advised in writing of the outcome of the assessment process.

If the student is under 18 years of age, ASMI must receive written approval from the parent or guardian of the deferred commencement date.

International students should refer to the Department of Home Affairs before making an application to defer their commencement, for advice on how the potential change to their enrolment may impact on their visa.

Student visa holders who fail to arrive to commence their studies on the due date, and within 5 working days cannot be contacted or do not advise ASMI of an alternative start date acceptable, will be reported to the Department of Home Affairs.

Where a deferment has been approved. ASMI must inform the student that deferring his or her enrolment may affect the student visa and notify the Department of Home Affairs.

Suspension of Studies

ASMI designates holiday periods for each year. Students do not need to apply for leave for these periods, their course will be automatically suspended for that time. These dates are shown within ASMI's academic calendars.

To make an application, the student shall submit their request in writing to the Director of Operations at least 10 working days in advance of the proposed commencement date of the requested leave period. International students should refer to the Department of Home Affairs before making an application to suspend their studies, for advice on how the potential change to their enrolment may impact on their visa.

ASMI may grant or decline any student's request for special leave, based on the potential impact that the suspending of their studies may have on the applicant's academic progress. ASMI may approve applications for suspension of studies on the grounds of compelling and compassionate circumstances.

If a student under 18 years of age submits an application for suspension, ASMI must receive written approval from the parent or guardian for the suspension of studies.

Where an International suspension has been approved ASMI must inform the student that suspending their enrolment may affect their student visa and notify the Department of Home Affairs. If the suspension is not initiated by the student, ASMI must inform the student of the intent to suspend the enrolment and include notification that they have 20 working days to access the complaints and appeals process. Refer to the Complaints and Appeals Policy and Procedure for further information.

Extension of Course Duration

Requests for extension to the completion of study date are at the discretion of the Director of Operations. ASMI will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as the result of:

- x) compassionate or compelling circumstances
- xi) an intervention strategy was implemented as the student was a risk of not meeting satisfactory course progress
- xii) an approved deferment or suspension of study has been granted

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study, records of the variation and the reasons for it are to be kept in the student's electronic file. User Choice and International also require the following processes to be completed:

User Choice: trainers/assessors shall submit a request to extend the apprentice/trainee's contract end date to the Department of Education, Small Business and Training

International: international administration shall notify the Department of Home Affairs of the new expected end date. The new expected end date should not exceed the end date specified on the student's visa

Record Keeping

In all cases of application for course amendment, documentary evidence relating to the application process including professional judgements and decisions shall be retained in the student's electronic file.

Related Documents

Policy and Procedures	
P06	Complaints and Appeals Policy and Procedure
P21	Student Code of Conduct

Other	
T20	Letter of Intention to Report
T21	Letter of Notification that Enrolment will be Cancelled
T22	Letter of Notification that Enrolment will not be Cancelled
T23	Letter of Refusal to Release
T24	Letter of Release

Document Amendments

Details	Version	Date
Initial document creation	1.0	15 th March 2015
Updated to include approval details	2.0	03 rd June 2015
Procedure review and update to conform to new template	3.0	18 th May 2018