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**Completion Within the Expected Duration  
Policy and Procedure (CRICOS)**

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# Completion within Expected Duration Policy and Procedure (CRICOS)

## Introduction

House of Learning Pty Ltd, trading as Builders Academy Australia (BAA) ensures International Students will complete their qualifications within the expected duration of their Confirmation of Enrolment (CoE) and has processes in place to support International Students to achieve this within the expected duration.

This Policy and Procedure is aligned with National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8 and 9 and the ESOS Act 2000.

## Purpose

To ensure that BAA monitors the workload of Students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. The expected duration of an International Student's CoE at BAA will not exceed the CRICOS registered course duration. BAA will only enable Students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

## Scope

This Policy and Procedure applies to all International Students enrolled in courses offered by BAA for qualifications registered on CRICOS.

## Responsibilities

Student Administration, Training, Management.

## Definitions

**International Student** means International Students or intending International Students on a Student Visa under the Migration Act 1958.

## Policy Statement

BAA must have and implement documented policies and procedures for monitoring the progress of each Student to ensure that at all times the Student is in a position to complete the course within the expected duration as specified on the Student's CoE.

BAA may 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 specified on the Student's COE, as the result of:

- a) Compassionate or Compelling circumstances (for example illness where a medical certificate states that the Student was unable to attend classes or where BAA was unable to offer a pre-requisite unit);
- b) BAA implementing its intervention strategy for Students who were at risk of not meeting satisfactory course progress; or
- c) An approved Deferment or Suspension of study has been granted under Standard 9 of the National Code 2018.

Where there is a variation in the Student's enrolment load that may affect the Student's expected duration of study, BAA is to record this variation and the reasons for it on the Student file. BAA must 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.

Where BAA extends the duration of the CoE of any International Student, BAA will advise the International Student in writing to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their Student Visa, including the need to obtain a new Student Visa.

Except in the circumstances specified above, the expected duration of study specified in the Student's CoE must not exceed the CRICOS registered course duration.

## Procedure

During a Student's enrolment BAA staff must:

- Ensure that the enrolment of Students and their study loads corresponds to the course duration specified on their CoE's and as registered on PRISMS;
- Only extend the Students course duration where the Student is unable to complete their study or training within the expected duration and sufficient evidence is provided to support one, some or all of the following reasons:
  - Compassionate or Compelling circumstances (e.g. illness where a medical certificate prevents the Student from attending classes);
  - Where BAA was unable to offer a pre-requisite unit;
  - BAA has implemented its intervention strategy, or is in the process of implementing an intervention strategy for the International Student who was or is at risk of not meeting satisfactory course progress; or
  - Where an approved Deferment or Suspension of study has been granted under Standard 9 of the National Code 2018.

Where a change to the Student's CoE occurs, BAA Staff must:

- Record the variation and the reasons for it on the Student's file, preferably both the electronic and paper files;
- Report all variations to expected enrolment duration on Students CoE's via PRISMS when the study variation extends past expected enrolment duration stipulated by their CoE;
- Not allow the expected duration of study specified in the Student's CoE to exceed the CRICOS registered course duration except in the following circumstances specified in Standard 8 of the National Code 2018:
  - a) Compassionate or Compelling circumstances (for example illness where a medical certificate states that the Student was unable to attend classes or where BAA was unable to offer a pre-requisite unit)
  - b) BAA implementing its intervention strategy for Students who were at risk of not meeting satisfactory course progress; or
  - c) An approved Deferment or Suspension of study has been granted under Standard 9 of the National Code 2018.

To support BAA's intention to not have any International Students who complete their qualifications beyond the expected duration, BAA staff will download a PRISMS report fortnightly to monitor Student CoE completion dates and liaise with Training Manager to ensure that all International Students have every opportunity to complete within the expected duration or be placed on an intervention strategy where required.

This Policy and Procedure is supported by the BAA Monitoring Course Progression Policy and Procedure.

## Related Documents

- Monitoring Course Progression Policy and Procedure;
- Accuracy and Integrity of Marketing Policy and Procedure;
- Client Information Policy and Procedure;
- Compliance with Legislation Policy and Procedure;
- Continuous Improvement of Client Services Policy and Procedure;
- Continuous Improvement of Training and Assessment Policy and Procedure;
- Management Review Policy and Procedure;
- Monitoring and Review Policy and Procedure;
- Partnership Arrangements Policy and Procedure;
- Records Management Policy and Procedure;
- Registration Compliance Policy and Procedure; and
- Work Based Training and Assessment Policy and Procedure.

Document Control			
Version	Date	Author	Change Description
1.0	1.06.2018	BAA	Creation of Policy
2.0	6 October 2019	BAA	Updated to incorporate amendments from ESOS Regulations 2019
3.0	30 April 2020	BAA	Review and Update as Required