POLICY:	COMPLETION WITHIN EXPECTED DURATION
NVR Ref:	
AACI Ref:	**AACI-2- C2**

Purpose	AACI will monitor the workload of students to ensure they complete the course within the duration specified in their signed Training Plan and Course Program ("Agreed Training Program") Students are required to complete their studies within the expected duration of the Agreed Training Program, as specified on the student's enrolment form and Training plan. The following procedure ensure that students complete their studies within the expected duration of the course and the RTO only extends the duration in the circumstances outlined for providers to of VET students. The Policy is determined in accordance with the VET Standards. This Policy applies to all Courses enrolled in Full Fee Students at AACI ("Students"). The CEO has overall responsibility for this Policy and Procedure
Definitions	**Agreed Program Delivery** means the Training Plan and Course Program **"Amount of Training"** means any supervised or non-supervised training including Self-Paced Learning Activities (SPLA) for each unit of a qualification are designed to ensure you develop the skills and knowledge across a full range of situations that may present in the workplace. **Course Extension(s)** means the Course End Date has been extended to a date later in time than the original agreed Training Plan Course proposed End Date by Student request or as determined by AACI in the Student's best interests. **"Course Fee"** means money received by AACI directly from a student or another person who pays the money on behalf of the student for a Course which the Institute provides or offers to provide. **"Course Program"** means a document that contains for each qualification details of the Volume of Learning that includes any supervised and/or non-supervised: "Amount of Training"; "Amount of Assessment" and any Work Placement demonstrations and observations **"Course Withdrawal" means** a Student is withdrawn from the Course due to either, a Student Request in writing, Failure of Student deemed by AACI not to be competent in a timely manner (NYC) and Failure of Student to consistently provide Evidence of Participation **"Full Fee"** means non Government Funded students that pay a Course Fee. **"Training Plan"** means a documents that contains all of the following information a. name and contact details of the RTO; b. title of qualification; c. competencies/modules to be obtained; d. scheduled hours for competencies to be obtained; e. timeframe for achieving competencies including the start date and end date of each competency; f. delivery modes to be used; g. assessment details and arrangements; h. party or parties

	responsible for the delivery and/or assessment of each competence; and i. record of RPL and Credit Transfer hours granted, as relevant.
	Volume of Learning means and includes any supervised and/or non-supervised: "Amount of Training"; "Amount of Assessment" and any Work Placement demonstrations and observations

PROCEDURE	COMPLETION WITHIN EXPECTED DURATION
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Action/Method	Students are required to complete their studies within the timeframe indicated on their signed Training Plan and Course Program ("Agreed Training Program"). The Institute shall endeavour to ensure all Students are given the opportunity to complete their Agreed Training Program within this timeframe.
	
	A signed copy of each student's Training Plan will kept on the student's file. Material variations to the Training Plan will be noted (either on or a separate document) and also be retained within the student file. AACI enrols all Students as Distance Students.
	
	AACI Course Extensions during the Student's Agreed Study Period (Duration)will only occur if the expected duration will not be satisfied as specified on the original Student's Training Plan, 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 the registered provider was unable to offer a pre-requisite unit);
	   b) the Institute 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 or
	   d) Transition due to the introduction of New Training Packages or qualifications
	   e) it being in the best interests of the Student as deemed by AACI.
	
	AACI will follow the steps outlined in the following policies and procedures where a student is identified to not having satisfied one of the above circumstances:
	   - Monitoring Attendance Policy / Procedure
	   - Monitoring Course Progress Policy / Procedure
	   - Deferment, Suspension & Cancellation of Enrolment Policy
	
	All materials changes to a Student's Agreed Program Delivery shall be mutually agreed to (orally or in writing) and recorded on the student record file and records / documents of reasons and the decision process to be kept in student files.
	
	AACI will update the Agreed Program Delivery according to any changes mutually agreed throughout the Training Services period. These changes shall be endorsed (orally or in writing) by the Eligible Students.

Related Documentation	• Student Hand Book • Schedule of Fees • Course Fees and Charges • Enrolment Form • Training Plan • **Course Program**

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 May 2024

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details
4.0	1 May 2023	No changes

Contact AACI for further information concerning this policy
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