

POLICY:	COMPLETION WITHIN EXPECTED DURATION
NVR Ref:	Standard 5
IBI Ref:	IBI-2- C2
Purpose	<p>IBI will monitor the workload of students to ensure they complete the course within the duration specified in their training plan and to comply with Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) guidelines.</p> <p>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.</p> <p>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.</p> <p>The Policy is determined in accordance with the Standards for NVR Registered Training Organisations 2011 - (Standards for Registered Training Organisations (RTOs) 2015) and with the Ministerial Directions for payment of minimal fees under Higher Education and Skills Group (HESG) funding.</p> <p>This Policy applies to all Courses enrolled in by Government Funded and Full Fee Students at IBI (“Students”).</p> <p>The CEO has overall responsibility for this Policy and Procedure</p>
Definitions	<p>Agreed Program Delivery 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.</p> <p>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 IBI in the Student’s best interests.</p> <p>Course Fee means money received by IBI 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.</p> <p>Course Withdrawal means a Student is withdrawn from the Course due to either, a Student Request in writing, Failure of Student deemed by IBI not to be competent in a timely manner (NYC) and Failure of Student to consistently provide Evidence of Participation</p> <p>Evidence of Participation means evidence that will be accepted for Government Funded Students as outlined in Schedule 1, Clause 3.4 a, b, c, d, e, f, or g, of the 2012 Service Agreement.</p> <p>Full Fee means non Government Funded students that pay a Course Fee.</p>

	<p>Government Course Fee or Tution Fee means the amount(s) that are equal to Delivered Training to an Eligible Individual (Student) based on the Victorian Purchasing Guide, hourly rate under the 2013 Service Agreement - Victorian Training Guarantee Program and supported by evidence of Evidence of Participation. (Tution Fee Claims are structured so as to ensure consistency between the information recorded in a Student's Training Plan, IBI SMS and that included in Student Statistical Reports to the Skills Victoria Training System (SVTS)).</p> <p>Government Funded means an eligible individuals which are funded by the Higher Education and Skills Group (HESG) Commission under this Schedule 2 of the Service Agreement.</p> <p>Service Agreement means the 2013 Service Agreement - Victorian Training Guarantee Program</p> <p>Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) means Victorian Government supports and facilitates access to training and tertiary education opportunities and are the Victorian Government's major funding source for skills training.</p>
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PROCEDURE	COMPLETION WITHIN EXPECTED DURATION
NVR Ref:	Standard 5
IBI Ref:	IBI-2- C2
Action/Method	<p>Students are required to complete their studies within the timeframe indicated on their signed Training Plan. The Institute shall endeavour to ensure all Students are given the opportunity to complete their Agreed Training Program within this timeframe.</p> <p>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. IBI enrolls all Students as Distance Students with the option of attending classroom workshops.</p> <p>All students may attend the Institute on a full-time or part-time basis to ensure they meet the course requirements. This attendance is monitored as indicated in the Monitoring Attendance Policy & Procedure which is required as part of the NVR Standards.</p> <p>IBI Course Extensions during the Student's Agreed Study Period will only occur if the expected duration will not be satisfied as specified on the original Student's Training Plan, as the result of:</p> <ol style="list-style-type: none"> 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 (eg. FNS04 to FNS10) or (Diploma of Financial Services (FNS50610) to (FNS50611) e) it being in the best interests of the Student as deemed by IBI. <p>IBI 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:</p> <ul style="list-style-type: none"> - Monitoring Attendance Policy / Procedure - Monitoring Course Progress Policy / Procedure - Deferment, Suspension & Cancellation of Enrolment Policy <p>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.</p> <p>IBI will update the Agreed Program Delivery according to any changes mutually agreed throughout the Training Services period. These changes shall</p>

	<p>be endorsed (orally or in writing) by the Eligible Students.</p> <p>Related Documentation</p> <ul style="list-style-type: none"> • Schedule of Fees • Course Fees and Charges • Enrolment Form • Training Plan
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VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes