

# CRICOS – Completion of course within the expected duration of study period

Version and Date:	Responsible Person:	Purpose and Comments:
<p>Version 1 November, 2022</p>	<p>CEO or their nominee</p>	<p>Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)</p>

## POLICY SCOPE

This policy applies to the completion of the study programs of international students.

## POLICY PURPOSE

The ESOS National Code requires that students are always monitored to complete their course within the expected duration as specified on their Confirmation of Enrolment.

## POLICY STATEMENT

The study programs of international students are monitored in the following way:

- The Student Support Officer or the Training Coordinator will hold progress meetings with all the students whose attendance and progress is deemed unsatisfactory
- The record of the progress meetings is to be recorded in Student's file notes using Sharepoint
- monthly monitoring and reporting is undertaken and reported back in the management meetings

## LEGISLATIVE/STATUTORY REQUIRMENTS

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- Education Services for Overseas Students Act 2000 (ESOS Act)

## ASSOCIATED DOCUMENTS

### National Code 2018 Factsheets

#### [General Factsheet](#)

#### [Standard 1: Marketing information and practices](#)

#### [Standard 2: Recruitment of an overseas student](#)

#### [Standard 3: Formalisation of enrolment and written agreements](#)

#### [Standard 4: Education Agents](#)

#### [Standard 5: Younger overseas students](#)

#### [Standard 6: Overseas student support services](#)

#### [Standard 7: Overseas student transfers](#)

#### [Standard 8: Overseas student visa requirements](#)

#### [Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

#### [Standard 10: Complaints and appeals](#)

#### [Standard 11: Additional requirements](#)

## REQUIREMENTS

The requirements of Standard 9 of the ESOS National Code are to be met.



## RISK MANAGEMENT

This policy supports the application of the ESOS National Code

### Supporting Documents

- Attendance and Academic Progress Policy
- Defer, Suspend and Cancel Enrolment Policy
- File Notes

