

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

Version and Date:	Responsible Person:	Purpose and Comments:
Version 1 November, 2022	CEO or their nominee	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)

CRICOS code: 04213K

V1 Nov. 2022

RTO code: 40879

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

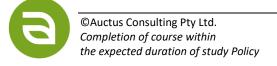
Standard 9: Deferring, suspending or cancelling the overseas student's enrolment

Standard 10: Complaints and appeals

Standard 11: Additional requirements

REQUIREMENTS

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



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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

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