



# Course Progression and Duration Policy

## Policy Statement

This policy sets out the requirements for students to make satisfactory course progression to ensure completion is achieved within the expected duration as written on the student's Confirmation of Enrolment Letter and in accordance with the maximum length of enrolment.

For the purpose of this policy, any reference to "College" or "the College" should be considered a reference to the Australian Paramedical College.

## Scope

This policy applies to all students enrolled with the College.

## Purpose

Australian Paramedical College reviews, monitors and assesses student's course progression and participation to ensure students are best placed to complete their course within the expected duration.

Course duration will differ for each qualification and some may have the option for accelerated progression however, in all courses students must complete all assessment tasks, become competent in units and advance per the Course Progression Tracker provided at a minimum. The Course Progression Tracker indicates progression review check points, units required to complete prior to commencing practical workshops, practical placement requirements and significant progression milestones.

## Progression

Students must make genuine attempts to progress by meeting expectations associated with the course.

Students who believe their personal circumstances may impact on their ability to meet the College's expectations of satisfactory course progress, are advised to contact the College's Student Success Team and seek advice and support as early as possible.

As Australian Paramedical College is committed to our students achieving the required completion of units within the duration of their Course Progression Tracker, the College monitors the student's overall participation including submission of assessments, number of assessment attempts, activity within the online learning management system, practical participation and achieving progression



checkpoints. When a student is identified of being 'at risk' after participation has been reviewed, a Course Intervention Strategy is implemented with the student.

## Non-Responsive Students

Students who fail to make satisfactory course progression and in addition, do not respond to the College's attempts of contact, may be sent a Course Progression Review.

The Course Progression Review will detail the expectation of student's progress and encourage students to contact the college to organise a Course Intervention Strategy. Students who fail to respond to this review within 14 days may result in receiving a notice of intention to cancel which will be sent to students via email and post. If again students fail to contact the College after this time, their enrolment may be cancelled and students would be required to re-enrol as a brand new student if they wish to proceed with the course in the future.

## Course Intervention Strategy

A Course Intervention Strategy is a systematic plan of activities and actions a student agrees to complete to address the behaviours causing the student to be at risk of not achieving the course progression checkpoint and may also include actions the students must take to rectify their course progression.

These may include:

- Being required to contact and engage with the Student Success Team to improve their academic and/or practical performance
- Be given a warning of the possible consequences of failing to meet the minimum requirements
- Provide an explanation as to why they are not making satisfactory progress
- Seek approval for an extension for the module or unit. Refer to our extension policy available on the College's website.

Where it is identified that the cause of the risk of not achieving the checkpoint is due to a student's current academic or language, literacy or numeracy skills, the student will be offered assistance by the Student Success Team and Learning Support Manager. The College believes early intervention will achieve a more successful outcome for our students.

Once the Course Intervention Strategy is implemented the next step is to conduct a review. This will occur prior to the next Course Progression Checkpoint. The College will identify students who have failed to meet the checkpoint requirements and request the student to participate in a Course Progression meeting. The Course Intervention Strategy previously implemented will be reviewed and further options will be discussed.

Possible options include:

- Student is assessed as having scope to apply for an extension for that module or unit to give them further time to achieve the satisfactory results required to meet the course checkpoint.
- Student is assessed as being not yet competent and unable to complete or become competent in the module or unit and does not have scope for an extension so is offered to



re-enrol into the same module or unit. This will incur an additional fee for the module or unit and must be arranged in consultation with Student Services.

### Multiple instances of Not Yet Competent

- If a student is deemed Not Yet Competent for a module or unit, this means that they have been afforded 3 attempts to achieve competency for one or more assessment items and still have not received a satisfactory outcome.
- The student will be required to re-enrol in that module or unit to progress through the course. Refer to the student attempt policy available on the College's website. If on a student's second attempt at the module or unit, they receive a result of Not Yet Competent or Unsatisfactory for any assessment item, they will be considered 'at risk' of non-progression and non-completion.

## Maximum of duration of study

The maximum duration of study a student is permitted is calculated on the following factors:

- Duration of course indicated on the students Confirmation of Enrolment
- Extension of study granted

Current standard durations of courses are as follows:

HLT31115 -	Certificate III Non-Emergency Patient Transport	12months
HLT41115 -	Certificate IV Health Care	18 months
HLT51015 –	Diploma of Paramedical Science	24 months

Please note that course structures may change during this time and students may need to transition into a revised course structure without disadvantage.

Transition of courses will not, in general, alter the maximum amount of time that the student must complete the course from the time of initial enrolment. Instances where an accredited course or training package has been discontinued / superseded, and a student wishes to complete their qualification, the maximum amount of time may be shortened to the published teach-out date for that qualification as per [www.training.gov.au](http://www.training.gov.au) in accordance with the 2015 Standards for RTO Registration. If this occurs, the student will be provided with a teach-out plan to make clear all course requirements and time-frames.

## Related Documents

[Extension Policy](#)

[Request for Extension of Enrolment Form](#)

[Student Attempt Policy](#)