



# Course Progression & Duration Policy

Australian Paramedical College





# Course Progression and Duration Policy

## Preamble

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) supports students to progress and complete their chosen studies within the expected course duration as identified in the Confirmation of Enrolment Letter.

APC monitors student progression and participation to ensure the engagement and completion of an enrolled course within the expected duration.

This policy applies to all students enrolled with APC.

## Progression

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

Students who believe personal circumstances may impact their ability to meet APC's course expectations must contact the Student Success Team and seek advice and support as early as possible.

Through progression tracking, each student's engagement is monitored via participation in the course involving submission of assessments, number of assessment attempts, portal access, practical participation and through achieving progression checkpoints. When a student is identified of being 'at risk', the Student Success Team will contact the student on a more regular basis, providing encouragement to stay in line with the expected due dates listed on their individual training plan. Students are advised to book an appointment with the appropriate trainer/assessor to go through any assessment or content they are struggling with.

## Multiple Not Yet Satisfactory (NYS) Outcomes

Where a student is identified as Not Yet Satisfactory (NYS) for three (3) or more attempts on an assessment task, a trainer/assessor in collaboration with the Quality Practice Coordinator will review the issue and consider options to support the student (LLN, reasonable adjustment or gap training and assessment to support satisfactory outcomes).

Where a student still cannot achieve a satisfactory outcome after attempts have been made to support the students learning and assessment, the student may be directed to re-enrol into the unit of learning or an alternate unit.



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Where a student is consistently not meeting satisfactory outcomes, the student may be advised to transfer to a different level of training to support learning progression and overall desired outcomes.

## Duration of study

Students are informed of the expected course duration prior to enrolment.

Course durations for each course offered at APC are listed below:

<i>HLT31115</i>	<i>Certificate III in Non-Emergency Patient Transport</i>	<i>12 months</i>
<i>HLT41115</i>	<i>Certificate IV in Health Care</i>	<i>18 months</i>
<i>HLT51015</i>	<i>Diploma of Paramedical Science</i>	<i>24 months</i>

Course structures may be subject to change and where absolutely necessary, students may need to transition into a revised course structure where a training package has been superseded (See Transition Responsibility Statement for more information).

If this occurs, the student will be provided with a teach-out plan to ensure clarity of all course requirements and its timeframes.

## Deferments

All students are eligible for a maximum of up to three (3) months deferment throughout the duration of an enrolled course. This deferment is applicable for both study and/or payments and is free of charge. This can be applied in one (1) month intervals or as an automatic three (3) months. A request must be made to the Student Success Team to organise deferments. The appropriate forms are required to be filled out and returned before any deferments can be made.

## Extensions

All students are eligible for a maximum of three (3) months extension period when reaching the end of their course. Extensions are granted for theoretical, placement and/or practical components of a course and are free of charge for the first three (3) months. If a further course extension is required for either theoretical and/or practical components, students will be required to pay upfront an additional \$250 per month for a maximum of up to three (3) months. This can be applied in one (1) month intervals or as an automatic three (3) months. If a student is requiring further extension for their placement, the fee incurred will be at management discretion.

After the additional three (3) months paid extension period has been applied, students may be required to re-enrol into their course if they wish to complete. A request must be made to the



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Student Success Team to organise extensions and/or reenrolment. The appropriate forms are required to be filled out and returned before any extensions can be made.

## Transferring Enrolment

If a student decides to transfer their enrolment from one course to another, payment will be determined on a case by case basis. Any completed assessments that can be transferred to the new course enrolment will be done so, along with any additional/reduced study amounts identified.

## Authority

**Peter Evans**  
Chief Executive Officer

A handwritten signature in black ink, appearing to read 'PEvans'.

23 Jan 2020

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	30 May 2017
V1.2_18	Amended to reflect delivery changes and standards	06 Dec 2018
V1.3_19	Annual review and minor amendments	01 Apr 2019
V2.1_19	Review and Information updates	17 Oct 2019
V3.0_20	Amendments to reflect extension/deferment and costing updates	23 Jan 2020