



Course Progression and Duration Policy

Preamble

The Australian Paramedical College (APC) supports students' to progress in their chosen studies toward achieving completion within the expected duration as identified in the student's Confirmation of Enrolment Letter.

Australian Paramedical College (APC) monitors and assesses a student's course progression and participation to ensure students engaging to complete their course within the expected duration.

The policy applies to all students enrolled with Australian Paramedical College (APC)

Progression

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

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

Through progression tracking, Student Support monitors student engagement and participation including submission of assessments, assessment attempts, engagement online, practical participation and through achieving progression checkpoints. When a student is identified of being 'at risk' following review and identification of at Risk status, the student will be requested to participate in the implementation of APC's Student Engagement Agreement.

Non-Responsive Students

Students who fail to make satisfactory course progression and in addition, do not respond to the APC's attempts of contact, may be sent the Student Engagement/Performance Agreement for action within 10 working days. The agreement will outline the expectation of student's progress and encourage students to contact the college and sign the agreement.

Where a student fails to respond to this notification within 10 days the result may be that the student will receive 'Notice of Intent to Cancel Course Enrolment' which will be sent to students via email and hardcopy post. Where a student again fail to contact the APC after this time, their enrolment will be cancelled and students desiring to continue study will be required to re-enrol into the course with a developed APC Student Engagement Agreement in place also.



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Course Intervention Strategy

The Student Engagement/Performance Agreement is a systematic plan of activities and actions a student agrees to where they have been identified as an at-risk student and not achieving the expected course progression. It includes actions the student agrees to rectify their progression. This may include, but is not limited to:

- Having the opportunity to discuss the reasoning for why they are not making satisfactory progress
- Being required to regularly contact and engage with the Student Success Team
- Mentoring and support by the educators to support success
- Agreement to submit overdue assessments regularly to 'catch up' on the progression of the course
- Negotiate approval for an extension unit(s) assessment submissions in accordance with the Extension Policy. (Please refer to Student Handbook for more information.)
- Where language, literacy or numeracy skills are the contributing factor for the at-risk status of a student they will be provided support in accordance with the Student Support Policy. (Please refer to Student Handbook for more information.)

Multiple Not Yet Satisfactory Outcomes

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

Where a student still cannot achieve a satisfactory outcome after attempts to support the students learning and assessment have been applied the student may be directed to re-enrol in the unit of learning.

Where the 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 the students overall desired outcomes.

Duration of study

Students can identify the duration of study through the following:

- Course duration Information on the APC website and accessible via the Student Handbook
- Duration of course indicated on the students Confirmation of Enrolment
- Extension of study granted



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Current durations of courses as at 30 June 2017 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

Course structures are subject to change and where absolutely necessary students may need to transition into a revised course structure without disadvantage. (see Transition Policy available via the Learners Handbook.)

Transition of courses will not, in general, alter duration of the course that the student must complete from the time of enrolment. Instances where an accredited course or training package has been discontinued/superseded, and a where 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 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 Documentation

- Confirmation of Enrolment Letter
- Student Engagement/Performance Agreement
- Student Handbook
- Student Support Policy
- Transition Policy
- Training and Assessment Policy
- Training and Assessment Strategies (All courses)
- Student Code of Conduct
- APC Code of Practice
- 2015 Standards for Registered Training Organisations
- Course Duration and Outlines (HLT51015, HLT41115, HLT31115)