

## Completion Within Duration

The purpose of this policy/procedure is to outline the system used by Mindroom Innovation to monitor student progress and course workloads to ensure that students do complete the course within the duration of the CoE (as described in National Code 2017).

### Responsible person

The Student Registrar is responsible for the implementation of this policy/procedure and to ensure that other staff members and students are aware of its application and that staff implement its requirements.

### Requirements

- Students are monitored to ensure they complete their course within the course duration nominated on their CoE. This will be achieved by implementing an effective Course Progress Policy. (Please refer to the Academic Progress Policy for details - <https://www.mindroom.edu.au/forms-and-policies/>).
- Mindroom Innovation does offer distance or online learning to international students, however, the time allocated for distance or online learning for any qualification will NOT exceed 25% of the duration of the entire course. I.e. students attend 15 hours of face to face training per week and 5 hours of distance or online learning per week, other than situations when instructed to do so by state and/or federal government, such as during the COVID-19 pandemic.
- Where 25% of the course is offered online, Mindroom Innovation ensures that the student studies at least one unit that is not by distance or online in each compulsory academic term.
- The CoE will only be extended in the event where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE as the result of:
  - compassionate or compelling circumstances including the circumstance where the registered provider was unable to offer a pre-requisite unit.
  - implementation of the intervention strategy as per the Monitoring Course Progress Policy for the student at risk; or
  - an approved deferment or suspension of study has been granted to the student.

## Monitoring Method

Mindroom Innovation uses a 3-tier system to ensure its students complete their course within expected duration:

1. Student feedback: upon completion of delivery of each unit a short feedback form will be distributed to students. Even if students haven't completed the assessment activities for this unit, they will be asked to complete it.
2. Student registrar to generate an academic progress report at the end of each study term and:
  - a. Identify students at risk
  - b. Notify students at risk
  - c. Notify trainers
3. Intervention strategy to assist students to catch up.

On top of that, Mindroom Innovation encourages its trainers to be involved and help students keep up to speed with course requirements as well as report to student registrar if they suspect there is a problem.

Absenteeism is reported by the trainers to student registrar and go on record. Students who are absent from classes are more likely to fall behind. They will then be approached by student registrar and offered help. They will also be marked as "student at risk" and their progress will be closely monitored at the academic progress review midterm and at the end of term.