



COMPLETION WITHIN EXPECTED DURATION POLICY

INTRODUCTION

Care College will monitor the enrolment load and course progress of each student to ensure that they complete the course within the duration specified for each qualification. Care College only enables students to extend the expected duration of study for the course through the issuing of a new timeframe for completion under limited circumstances.

POLICY

1. Care College implements this Policy and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration.
2. Care College does not offer online or distance learning courses; students are required to complete the necessary requirements in a face-to-face environment and via self-directed learning.
3. Care College may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as the result of one or more of the following circumstances:
 - i. Care College has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment
 - ii. Care College has implemented its intervention strategy for students who were at risk of not meeting satisfactory course progress
 - iii. An approved deferment or suspension of study has been granted.
4. Compassionate or compelling circumstances are defined as those which are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

Serious illness or injury, where a medical certificate states that the student was unable to attend classes;

Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);

Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or

A traumatic experience, which could include:

- Involvement in, or witnessing of a serious accident; or,
- Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).