

## Statutory and regulatory compliance

- National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards 7, 8, 9
- ELICOS Standards 2018 P1, P3, P4, P8

## Related Policies

- Student Support and Welfare Services
- Course Progress Policy
- Attendance
- Deferment, suspension or cancellation of enrolment

## Related Documents

- Application for variation of enrolment
- Letter – Course duration Concern (Current Course)
- Letter – Course duration Concern (Next Course)
- Register of students at risk of failing to complete their course within the expected duration

## Policy

The number of weeks a student should be enrolled within the Embassy English EAP Program is determined by the scores achieved on an offshore test, an IELTS test, a PTE test or an English placement test results from school.

Embassy English will agree to extend the duration of a student's enrolment and issue a new CoE when it is clear that the student cannot reasonably complete his or her course within the expected duration as specified on the student's current CoE.

Embassy English does not deliver programs by distance or online learning, Standard 8.21 of the National Code specifically identifies that any online or distance learning for an Embassy English student will be in addition to the minimum face-to-face teaching requirements approved by the ESOS agency for Embassy English.

Because Embassy English does not offer distance or online learning, the ability to monitor the progress of each student against the expected course duration according to the CoE of the student is not compromised.

Part of the assessment of the course progress at the end of each report period will include an assessment of whether the students progress is such that they are expected to complete their course within the expected duration as specified on their CoE.

## Procedures

### Extending the date of course completion

The student's Initial Assessment is the first indicator of whether a student's course will be long enough. If the student's language levels on their Initial Assessment indicate that their course may not be long enough, the student is counselled and issued with a Course Too Short Letter. This is sent to the parents or guardians if the student is under 18 years of age.

The Course Too Short Letter is viewed by Embassy as an early indicator that an extension may be necessary later in the course.

This school will only extend the duration of the student's study where the student has not achieved the levels required for entry into their next course and they have not reached the maximum number of weeks of English allowed under current visa regulations.

If an extension is required, the student is counselled by the EAP manager, or the Centre Director and Student Services are informed. If the student is under 18 years of age, his or her parents or guardians are notified by telephone and letter.

### Application for extension of course duration

A student who requires an extension to his or her course duration must complete a Variation of enrolment form

### Course extension upon approved deferment or suspension

Alternatively, a course extension may be approved if an approved deferment or suspension has been granted according to the conditions of Standard 8.16 of the National Code 2018.

### Requirement to check with the nearest Department of Home Affairs (DHA) office

Students applying for an extension to course duration will be advised to check with the nearest DHA ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)) office for information about the impact of the extension of the course on the student's visa.

### Early Course Completions

If a student achieves the language levels required for entry into their next course earlier than anticipated, the student may be able to complete the English Language course earlier. This will depend on the student achieving the grades required; availability of space in the next course: the student wanting to finish early or number of weeks between courses (no more than 8 weeks onshore)

In the event that a student completes his/her English Language course early, a variation of enrolment Form will be completed.

### Policy Version Details

Approved by:	Regional Director - Australia and New Zealand, Embassy English
Date:	28 August 2018
Date Commencing	31 August 2018

### Document History

Commencing Date	Summary of Changes	Next Review Date
December 2017	v5.0 Review, minor amendment and approval	December 2022
06 April 2018	v5.1 Review and amendment to maintain currency with business and regulatory changes	December 2022
31 August 2018	v5.2 Administrative amendments	December 2022