

<b>POLICY:</b>	<b>COMPLETION WITHIN EXPECTED DURATION</b>
<b>NVR Ref:</b>	<b>Standard 5</b>
<b>MCC Ref:</b>	<b>MCC-2- C2</b>
<b>Purpose</b>	<p>MCC will monitor the workload of students to ensure they complete the course within the duration specified in their training plan and to comply with Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) guidelines.</p> <p>Students are required to complete their studies within the expected duration of the Agreed Training Program, as specified on the student's enrolment form and Training plan.</p> <p>The following procedure ensure that students complete their studies within the expected duration of the course and the RTO only extends the duration in the circumstances outlined for providers to of VET students.</p> <p>The Policy is determined in accordance with the Standards for NVR Registered Training Organisations 2011 - (Standards for Registered Training Organisations (RTOs) 2015) and with the Ministerial Directions for payment of minimal fees under Higher Education and Skills Group (HESG) funding.</p> <p>This Policy applies to all Courses enrolled in by Government Funded and Full Fee Students at MCC ("Students").</p> <p>The CEO has overall responsibility for this Policy and Procedure</p>
<b>Definitions</b>	<p><b>Agreed Program Delivery</b> means a documents that contains all of the following information a. name and contact details of the RTO; b. title of qualification; c. competencies/modules to be obtained; d. scheduled hours for competencies to be obtained; e. timeframe for achieving competencies including the start date and end date of each competency; f. delivery modes to be used; g. assessment details and arrangements; h. party or parties responsible for the delivery and/or assessment of each competence; and i. record of RPL and Credit Transfer hours granted, as relevant.</p> <p><b>Course Extension(s)</b> means the Course End Date has been extended to a date later in time than the original agreed Training Plan Course proposed End Date by Student request or as determined by MCC in the Student's best interests.</p> <p><b>Course Fee</b> means money received by MCC directly from a student or another person who pays the money on behalf of the student for a Course which MCC provides or offers to provide.</p> <p><b>Course Withdrawal means</b> a Student is withdrawn from the Course due to either, a Student Request in writing, Failure of Student deemed by MCC not to be competent in a timely manner (NYC) and Failure of Student to consistently provide Evidence of Participation</p> <p><b>Evidence of Participation</b> means evidence that will be accepted for Government Funded  Students as outlined in the Service Agreement.</p> <p><b>Full Fee</b> means non Government Funded students that pay a Course Fee.</p>

	<p><b>Government Course Fee or Tuition Fee</b> means the amount(s) that are equal to Delivered Training to an Eligible Individual (Student) based on the Victorian Purchasing Guide, hourly rate under the Service Agreement - Victorian Training Guarantee Program and supported by evidence of Evidence of Participation. (Tuition Fee Claims are structured so as to ensure consistency between the information recorded in a Student's Training Plan, MCC SMS and that included in Student Statistical Reports to the Skills Victoria Training System (SVTS)).</p> <p><b>Government Funded</b> means an eligible individuals which are funded by the Higher Education and Skills Group (HESG) Commission under related Schedules of the Service Agreement.</p> <p><b>2017 Standard VET Funding Contract or Service Agreement</b> means the 2017 VET Funding Contract - Victorian Training Guarantee Program</p> <p><b>Higher Education and Skills Group (HESG) (formerly known as Skills Victoria)</b> means Victorian Government supports and facilitates access to training and tertiary education opportunities and are the Victorian Government's major funding source for skills training.</p>
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PROCEDURE	COMPLETION WITHIN EXPECTED DURATION
<b>NVR Ref:</b>	<b>Standard 5</b>
<b>MCC Ref:</b>	<b>MCC-2- C2</b>
<b>Action/Method</b>	<p>Students are required to complete their studies within the timeframe indicated on their signed Training Plan. MCC shall endeavour to ensure all Students are given the opportunity to complete their Agreed Training Program within this timeframe.</p> <p>A signed copy of each student's Training Plan will be kept on the student's file. Material variations to the Training Plan will be noted (either on or a separate document) and also be retained within the student file.</p> <p>All students attend MCC on a full-time or part-time basis to ensure they meet the course requirements. This attendance is monitored as indicated in the Monitoring Attendance Policy &amp; Procedure which is required as part of the NVR Standards.</p> <p>MCC Course Extensions during the Student's Agreed Study Period will only occur if the expected duration will not be satisfied as specified on the original Student's Training Plan, as the result of:</p> <ol style="list-style-type: none"> <li>a) compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);</li> <li>b) MCC implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or</li> <li>c) an approved deferment or suspension of study has been granted or</li> <li>d) Transition due to the introduction of New Training Packages or qualifications (eg. FNS04 to FNS10) or (Diploma of Financial Services (FNS50610) to (FNS50611)</li> <li>e) it being in the best interests of the Student as deemed by MCC.</li> </ol> <p>MCC will follow the steps outlined in the following policies and procedures where a student is identified to not having satisfied one of the above circumstances:</p> <ul style="list-style-type: none"> <li>- Monitoring Attendance Policy / Procedure</li> <li>- Monitoring Course Progress Policy / Procedure</li> <li>- Deferment, Suspension &amp; Cancellation of Enrolment Policy</li> </ul> <p>All materials changes to a Student's Agreed Program Delivery shall be mutually agreed to (orally or in writing) and recorded on the student record file and records / documents of reasons and the decision process to be kept in student files.</p> <p>MCC will update the Agreed Program Delivery according to any changes mutually agreed throughout the Training Services period. These changes shall be endorsed (orally or in writing) by the Eligible Students.</p> <p><b>Related Documentation</b></p> <ul style="list-style-type: none"> <li>• Schedule of Fees</li> </ul>

	<ul style="list-style-type: none"> <li>• Course Fees and Charges</li> <li>• Enrolment Form</li> <li>• Training Plan</li> </ul>
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**Version control**
**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	JAN 2017	Updated to reflect 2017 VET Funding Contract
6.0	June 2017	No material change