

International Screen Academy Pty Ltd.

Trading as:

Sydney Actors School

Sydney Film School



## EXPECTED DURATION & STUDY LOAD

Reference:

National Code Standard 8 Overseas student visa  
requirements

## VERSION HISTORY

<b>Policy Owner:</b>		Executive Chairman	Mr Simon Hunter
<b>Document Management:</b>		General Manager	Mr Ashley Curry
<b>File:</b>		POL_SS09 Study Load Expected Duration v2.3	
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Number	Dates	Changes summary	
V2.3	May 2019	Further customisation for ISA Pty Ltd	
V2.2	Aug 2018	Customised for ISA Pty Ltd	
V2.2	Jan 2018	Updated to National Code 2018	
V2.1	May 2017	Updated to National Code 2017	
V2.0	Sept 2016	Quality assurance check across documents with refer ASQA fact sheets and ESOS Act changes & Explanat	
v1.0	July 2016	New standards for RTO's 2015	

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# EXPECTED DURATION & STUDY LOAD

## PURPOSE

This policy sets out how International Screen Academy Pty Ltd trading as Sydney Actors School and Sydney Film School (the School) will monitor the enrolment load of students to ensure that at all times the student is in a position to complete their program within the duration specified on their CoE (Confirmation of Enrolment) in PRISMS (Provider Registration and International Students Management System). This policy sets out the limited circumstances in which students are permitted to receive an extension to the expected duration of study for their course and The School will extend the expected duration through issuing a new CoE.

The student will be advised in the Student Handbook and on the website of their obligations to maintain the expected study load, the course progress requirements and how to apply for variations to their study load.

## REFERENCES

NC Standard 8

Overseas student visa requirements

## IMPLEMENTATION

The **Executive Chairman** is ultimately responsible for students being made aware of their visa obligations and ensuring that the School complies with the ESOS Act and National Code in relation to these matters.

The **General Manager** is responsible for day to day administration of the course progress records, the database and reports and PRISMS entry.

The **Director of Education** communicates and counsels the students around study load and CoE's.

The **Director of Education** is responsible for monitoring course progress and communicating regarding course progress and study loads and intervention with students to maintain the study load.

The **Director of Education** deals with academic complaints and appeals.

# PROCESS

## **Compulsory Study Periods**

The School offers 2 semesters in the academic year - Semester 1, Semester 2; Each Semester consists of a number of units. This will vary in the courses; All semesters are considered compulsory study periods.

## **Full Time Study at the School Is made up of 100% Classroom learning.**

The School programs are designed in a blended mode of study. This requires students to attend and complete classroom learning for every unit of study. The school does NOT offer any units entirely online.

The units of study are timetabled as follows:

Sydney Actors School;

ASQA requires attendance of 20 hours minimum per week, Sydney Actors School students complete 28 hours of face to face teaching per week.

Sydney Film School;

ASQA requires attendance of 20 hours minimum per week, Sydney Actors School students complete 24 hours of face to face teaching per week.

The students are expected to follow the program as set in the course information. There are multiple points where each student can be monitored to ensure the student is maintaining the required study load and course progress for an overseas student.

## **Monitoring of Course Progress and Intervention**

The School will record and monitor course progress at the end of every unit and end of every semester/study period. This process will highlight the students at risk and requiring intervention. Students not maintaining their study load will be in these reports from the Student Management System, RTOM. By exception. This process is covered in Course Progress (Standard 13)

## **Reporting Variations to Course Length in Confirmation of Enrolment (CoE)**

Students who do not abide by the requirements of this policy will be considered to be deliberately under- enrolling over an academic year, without acceptable reason and contrary to the School's communications and advice.

As a result, the School may refuse any extension to a CoE to a student who has refused to undertake the required study load.

The expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration. The exceptions are the circumstances set out here including intervention study plans and compassionate and compelling circumstances,

Where considered necessary, the school reserves the right to enrol students within a structured course progression plan which may result in an extension to the

original duration of a CoE as part of an implemented intervention strategy or on the basis of compassionate and compelling grounds.

In the circumstances set out here and recorded in the student file, the School will “report” study load changes in PRISMS follow the required reporting guides.