

## **Draft SV500 COURSE DELIVERY AND DURATION POLICY**

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### **1. PURPOSE**

The SV500 Course Delivery and Duration Policy addresses and the School's obligations regarding the method by which courses are delivered, and the requirement for students to complete their principal course of study within the duration stated on the School's CRICOS Course Registration, Student's Confirmation of Enrolment (CoE) and Enrolment Contract.

### **2. SCOPE**

This policy includes:

- 2.1. Principal
- 2.2. Principal's Committee
- 2.3. Director of Teaching and Learning and K-12 International Student Coordinator
- 2.4. Heads of School (Morris, High School, Clemes)
- 2.5. Deputy Heads of Morris
- 2.6. Heads of Faculty (7-12)
- 2.7. Deputy Head of HS Curriculum
- 2.8. TCE Coordinator & IBDP Coordinator
- 2.9. Enrolments Manager
- 2.10. SV500 Students
- 2.11. Parents of SV500 students

### **3. POLICY**

#### **3.1. Course Delivery**

- 3.1.1. The Friends' School's six CRICOS registered courses must not be delivered exclusively online. In practice, and in keeping with the School's philosophy of teaching, all subjects studied within any given CRICOS registered course will be delivered substantively with a teacher present in the teaching space and actively engaged with teaching and supporting student learning
- 3.1.2. The Friends' School's six CRICOS registered courses must not be delivered exclusively by distance education
- 3.1.3. At the Principal's discretion, if there are compassionate or compelling circumstances, the School may support a student to continue their studies by distance or online learning for a period of no more than 4 weeks. In exceptional circumstances, such as infectious disease epidemics or natural disasters, the Principal may extend this timeframe. This will be considered in consultation with the Director of Teaching & Learning, Head of School (Morris, High School, Clemes) IBDP Coordinator, TCE Coordinator and/or Deputy Head of High School Curriculum.

#### **3.2. Course Duration**

- 3.2.1. The duration of CRICOS registered courses offered by The Friends' School cannot exceed the time required to complete the course on the basis of full time study, as specified in the School's CRICOS Registration
- 3.2.2. The expected duration of the course includes any holiday periods and/or any required work based training
- 3.2.3. Students studying one or more of the six CRICOS registered courses that the School offers, are expected to satisfactorily complete their course/s

requirements within the time frame specified in the Letter of Offer, Enrolment Contract and Confirmation of Enrolment (CoE)

- 3.2.4. All efforts to support students must take into account the requirement for a student to be in a position to complete their course within the expected duration as specified on the student's CoE
- 3.2.5. The School must not extend the duration of the student's enrolment if the student is unable to complete the course within the expected duration, unless:
  - There are compassionate or compelling circumstances, as assessed by the Principal on the basis of demonstrable evidence, or
  - The School has implemented, or is in the process of implementing, an intervention strategy for the student, because the student is at risk of not meeting course progress requirements, (e.g. IB student can possibly sit external exam in May or November of the following year).
  - The School has invoked the *SV500 Deferral, Suspension or Cancellation Policy*, granting a deferral or suspension of the student's enrolment
- 3.2.6. In the case of the School extending the duration of the student's enrolment, the Enrolment Manager will assist the student, with the parent's approval, to contact immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

### 3.3. Third Party Providers

The School will from time to time partner with or facilitate a student to study with a third party provider. These studies will complement the student's principal course of study at The Friends School and contribute to them gaining satisfactory achievement in their principal course of study. See *SV500 Third Party Provider Policy*.

- 3.4. See *SV500 Procedures: Course Delivery* and *SV500 Procedures: Course Duration* for processes, guidelines and reporting on these matters

## 4. DEFINITIONS

- 4.1. See definitions documents

## 5. LEGAL AND OTHER REQUIREMENTS

- 5.1. ESOS Act 2000
- 5.2. National Code 2018
- 5.3. National Code 2018 Factsheets
- 5.4. Education Act 2016 (Tasmania)
- 5.5. Australian Consumer Law

## 6. ASSOCIATED POLICIES, PROCEDURES, GUIDELINES, FORMS AND SUPPORT DOCUMENTS

- ❖ **SV500 Procedures: Course Delivery**
- ❖ **SV500 Procedures: Course Duration**
- ❖ Attendance Policy
- ❖ Enrolment Policy
- ❖ International Student Enrolment Contract
- ❖ International Student Letter of Offer
- ❖ International Student Support Policy

- ❖ International Student Welfare Policy
- ❖ Privacy Policy
- ❖ SV500 Complaints and Internal Appeals policy
- ❖ SV500 Course Progress Policy
- ❖ SV500 CRICOS Registration Policy
- ❖ SV500 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500 External Appeals Policy
- ❖ SV500 Fees Policy
- ❖ SV500 Third Party Provider Policy