



## The Building Institute of Training and Development

# Student Progression Policy Guideline

### INTRODUCTION

The purpose of these guidelines is to provide students with the requirements for study and completion of the qualifications in which they are enrolled. These requirements must be adhered to by the students to ensure that they complete the units and qualifications within an acceptable time, but also to enable some flexibility in the completion times taking into account specific issues that may arise where the student may not be able to complete on time.

Please ensure that you read these requirements carefully and contact the office should you require further information.

Students who do not comply with these requirements may be deemed “non- performing” which means that they may have their enrolment suspended.

### PERFORMING AND NON PERFORMING STUDENTS

Students will be classed as performing if they have adhered to these requirements for the qualifications for which they are enrolled. Non performing students will be those whom have not submitted any work or contacted the college for extension of time or deferral within any two month period.

Non performing students may have their enrolment suspended until they have contacted us to make arrangements for completion. Suspended enrolments may incur an administration fee of \$200 to become active.

### COURSE REQUIREMENTS

#### COURSE DURATION

The CPC40108 Certificate IV in Building & Construction (Building) has a total of 720 course hours – nominal. The course is to be completed within two years of the enrolment date.

The CPC50208 Diploma in Building and Construction (Building) has a total of 620 course hours– nominal. The course is to be completed within two years of the enrolment date.

The recommended study plan, that students complete and submit the assessments for two units of the course within the first two months will enable students to complete well within the course duration timeframe. Students are encouraged to complete their studies earlier than the outlined course duration if possible.

## **STUDENT RESPONSIBILITIES ANNEXURE A**

### **Active Participation**

It is the responsibility of the individual student to commence working and submit at least one unit of study within the first two months of enrolling to obtain actively working student status.

### **Extensions**

If the student has a problem starting or completing any assessment on time they can apply for an extension of time. The process for this is as follows:

Contact either their trainer or student support by e-mail to [studentsupport@bitad.edu.au](mailto:studentsupport@bitad.edu.au) requesting the extension and providing a reason and amended date for submission.

Extensions of up to two months will be granted but the student must submit work to BITAD by the new agreed date. If work has not been received by the agreed date and no contact made by the student, then they may have their status changed to non-performing.

### **Deferrals**

Circumstances that affect the student studying such as going overseas or serious illness etc. can allow students to defer their course for up to 12 months without incurring any addition cost. The student must notify BITAD themselves in writing and the agreed time for the deferment will be noted on their student progress file. However if the time stated has expired and no contact has been made with BITAD then the student will be classed as non-performing.

### **Withdrawals**

Students who enrol and cannot continue with the course may be eligible for a refund according to the Refund Policy in the Participants Handbook before being withdrawn from the course.

### **RPL and Credit Transfer**

Students have two (2) months from the date of enrolment to submit all substantiating evidence and certified copies of documents for their application.

## **BITAD RESPONSIBILITIES**

### **Student Support**

BITAD will provide advice and information according to the guidelines outlined in the Participants Handbook and through the services of the Student Support Officer who will contact students on a regular basis to counsel their progress with the course.

Students can also contact their trainer via e-mail [trainingsupport@bitad.edu.au](mailto:trainingsupport@bitad.edu.au) to discuss course content issues and /or arrange for a phone tutorial.

E-campus is also available for students to access learning resources, advice on how learning occurs, strategies to assist your learning and other suggestions for support with learning such as study plans and online forums.

### **Monitor Progress**

BITAD will, through Student Support, track each student's progress throughout the course from enrolment to completion to assist and recommend strategies for effective student learning outcomes. Student progress will be monitored for active participation and student requirements to successfully complete the course they have enrolled in.