

Standards:

This Policy and Procedure relates to Standard 8 – Overseas student visa requirements in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.


Policy Statement:

SGSCC Management and staff are committed to safeguarding the integrity of Australia's migration laws by supporting overseas students to complete their course within the required timeframe and fulfil their visa requirements for course attendance and course progress.

Procedure:

Monitoring of overseas student progress, attendance and course duration.

1. SGSCC International has procedures in place to monitor the overseas student's course progress and, where applicable, attendance for each course in which the overseas student is enrolled.
2. The expected duration of study specified in the overseas student's CoE not exceeding the CRICOS registered duration.
3. SGSCC International will monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.
4. SGSCC International does not deliver its course exclusively by online or distance learning to an overseas student.
5. SGSCC International does not deliver more than one-third of the units (or equivalent) by online or distance learning to an overseas student.
6. SGSCC International ensures that in each compulsory study period for a course, the overseas student is studying at least one unit that is not by distance or online learning.

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7. Overseas students receive a Weekly Study Session each week as part of the online component of the unit of studies.
 - 7.1. The Weekly Study Session gives overseas students the opportunity to demonstrate their knowledge and understanding of the learning outcomes of the past week.
 - 7.2. The Weekly Study Session equates to 5 hours of attendance.
 - 7.3. The Weekly Study Session is to be completed weekly and returned to the trainer for marking on the first day of class the following week. Failure to return will result in non-attendance of 5 hours from previous week's attendance.
 - 7.4. Late submissions will not be accepted by the trainer.
8. SGSCC International will take all reasonable steps to support overseas students who may be disadvantaged by:
 - 8.1. Additional costs or other requirements, including for overseas students with special needs, from undertaking online or distance learning. A hard copy of the weekly study session will be provided to students who do not have access to a computer/printer to print.
 - 8.2. Inability to access the resources and community offered by the education institution, or opportunities for engaging with other overseas students while undertaking online or distance learning.

Person Responsible:

SGSCC International Manager

SGSCC International Student and Business Advisor

Related Documents: