



# **CANBERRA VALLEY INSTITUTE**

**Document:** Successful Completion Policy & Procedure

*(Aligned to RTO Standards 2025)*

<b>Approved by:</b> CEO	<b>Version:</b> 5.0	<b>Date:</b> 09/12/2025	<b>Review date:</b> 08/12/2026
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## 1. Overview

This policy ensures that, in accordance with **Standards 1 and 4 of the Standards for RTOs 2025**, the **ESOS Act 2000**, and the **National Code 2018**, Canberra Valley Institute (CVI) will issue **AQF Certification documentation** to learners only upon the successful completion of all course requirements.

## 2. Scope

This policy applies to all current and prospective students at Canberra Valley Institute (CVI), as well as staff members and management involved in student administration and academic oversight.

## 3. Definitions

For this policy document, Canberra Valley Institute (CVI) has identified the necessity to define the following expressions:

**Confirmation of Enrolment (CoE)** - An official document issued through PRISMS confirming a student's enrolment and approved course duration for visa purposes.

**Compassionate or Compelling Circumstances** - Events beyond a student's control significantly impact their ability to complete their course within the original CoE period and are supported by independent evidence.

**AQF Qualification** - Official documentation issued by a Registered Training Organisation in accordance with the Australian Qualifications Framework (AQF) that confirms a learner has successfully completed a qualification or unit(s) of competency, such as a Testamur, Statement of Attainment, or Record of Results.

## 4. Policy and Procedure

Canberra Valley Institute (CVI) is dedicated to providing quality training, assessment, and student support services. The institute understands the importance of systematically monitoring student progress to ensure successful course completion within the designated timeframe.

Student progress is monitored for each unit of competency and overall at the end of every academic term. A term at Canberra Valley Institute (CVI) lasts 10 weeks. Student progress and course completion timelines are managed through the Student Management System (SMS).

International students must finish their course within the time specified on their Confirmation of



Enrolment (CoE). The course duration should not go beyond the CRICOS-registered length unless an approved extension is granted.

#### 4.1 Course Duration Requirements and Approved Extensions

International students must complete their course within the CRICOS-registered duration and the period specified on their CoE. Canberra Valley Institute (CVI) will only extend the study period if the student cannot finish on time due to approved circumstances, including:

- Compassionate or Compelling circumstances
- Implementation of an approved support or intervention strategy
- Approved deferment or suspension of study

Compassionate or compelling circumstances are defined as events beyond the student's control that impact their ability to complete the course. These include serious illness or injury (supported by a medical certificate), the death of a close family member, major political unrest or natural disasters in the student's home country, or being a victim or witness of a serious crime.

#### 4.2 Documentation, Reporting, and Student Support

Any variation to a student's timetable, workload, or expected completion date will be recorded in the student file and in the Student Management System. If an extension of course duration is necessary, Canberra Valley Institute (CVI) will report the change through PRISMS and issue a new CoE. In case of an incident, Canberra Valley Institute (CVI) will implement appropriate support and intervention strategies and monitor the student's ability to complete the course within the approved timeframe. Canberra Valley Institute (CVI) does not offer online or distance learning options.

#### 4.3 Load and Expected Duration of Study

International students must finish their course within the specified duration listed on the CRICOS register unless they have approved circumstances. A full-time study load usually requires at least 20 hours of scheduled attendance per week. In some cases, students might have fewer hours because of the unavailability of key or prerequisite units, which could extend the overall course duration.

#### 4.4 Grounds and Application for Course Extension, Deferment, or Suspension

Canberra Valley Institute (CVI) may extend the duration of a student's course only under the following circumstances:



- Medical grounds supported by a medical practitioner's certificate and an approved deferment or suspension.
- Exceptional compassionate circumstances beyond the student's control supported by independent evidence and an approved deferment or suspension.
- Unavailability of prerequisite units at the required time.
- Implementation of an approved academic intervention strategy for students at risk
- Approved deferral of commencement or suspension of studies.
- Completion of remaining qualification units (NYC units) where course progress exceeds 50% and an extension is approved.

Students must submit supporting documentation and fill out the appropriate forms (Change of Enrolment Form, Deferment/Suspension Form, or CoE Change Form) when requesting a reduced course load, deferment, suspension, or course extension.

#### 4.5 Approval, PRISMS Reporting, and Record-Keeping

Any approved extension to the course duration must be reported by Canberra Valley Institute (CVI) through PRISMS, and a new or updated CoE (Confirmation of Enrolment) must be issued if necessary. All extensions and the reasons for approval must be documented and stored in the student's file. When the expected study duration changes, Canberra Valley Institute (CVI) will update the CoE accordingly.

### 5. Responsible person

- Chief Executive Officer (CEO)
- Trainers/Assessors
- Students

### 6. Review of Policy

Canberra Valley Institute (CVI) will review the *Successful Completion Policy & Procedure* annually or on a needs basis (whichever occurs first).