



SV500-5 COURSE DELIVERY AND DURATION POLICY

1. PURPOSE

SV500-5 Course Delivery and Duration Policy addresses Bunbury Cathedral Grammar School's ('the School') 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 SV500 Offer and Acceptance Contract.

2. SCOPE

This policy includes:

- 2.1. Head of School
- 2.2. Deputy Head of School
- 2.3. Head of Secondary
- 2.4. Head of Primary
- 2.5. Director of Studies
- 2.6. Heads of Faculties
- 2.7. Marketing and Community Relations Manager
- 2.8. SV500 Students
- 2.9. Parents of SV500 students

3. POLICY

3.1. Course Delivery

- 3.1.1. Bunbury Cathedral Grammar School's three 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. Bunbury Cathedral Grammar School's three CRICOS registered courses must not be delivered exclusively by distance education.

3.2. At the Head of School'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 six weeks, with a fortnightly progress review. This will be considered in consultation with the Head of Secondary and Director of Studies or Head of Primary. The Head of School will consider the following circumstances (but not limited to) when making this decision:

- 3.2.1. Student's demonstrated commitment to their studies
- 3.2.2. Student's current academic performance
- 3.2.3. Likelihood of achieving satisfactory achievement and meeting course requirements
- 3.2.4. Demonstrated ability of the student to work independently
- 3.2.5. Learning support needs of the student
- 3.2.6. Access to required technology

3.3. At the Head of School's discretion, in the case of an extraordinary event such as (but not limited to) a national or global health crisis whereby classes for students are interrupted, suspended, students are required to study in isolation or are unable to re-enter Australia for a period of time, the School will consider a range of flexible options for course delivery.



The ability of Year 11 and 12 students to meet their WACE commitments and requirements will be a priority. The Head of School will consult with designated education bodies and CRICOS registration authorities in relation to the School's commitment to enabling students to continue their studies and meet course requirements and be mindful of compliance requirements regarding course delivery and duration.

3.4. Course Duration

- 3.4.1. The duration of CRICOS registered courses offered by the 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.
- 3.4.2. The expected duration of the course includes any holiday periods and/or any work-based training e.g. work experience, Vocational Education and Training (VET) courses, or School Based Traineeship Placements.
- 3.4.3. Students studying one or more of the School's three CRICOS registered courses that the School offers, are expected to satisfactorily complete their course/s requirements within the time frame specified in the SV500 Letter of Offer, SV500 Enrolment Contract and Confirmation of Enrolment (CoE).
- 3.4.4. All efforts to support students must consider 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.
- 3.4.5. 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 Head of School based on clear 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. the student studies the WACE over three years, rather than two. This may apply in the case of a student who did not meet the compulsory requirements of WACE in the standard two years); or
 - The School has invoked *SV500-8 Deferral, Suspending or Cancelling Enrolment Policy*, granting a deferral or suspension of the student's enrolment.
- 3.4.6. In the case of the School extending the duration of the student's enrolment, the Marketing and Community Relations 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.

3.5. 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 School and contribute to them gaining satisfactory achievement in their principal course of study. See *SV500-17 Third Party Provider Policy*.

4. DEFINITIONS

See *SV500-4 CRICOS Registration Policy*



5. LEGAL AND OTHER REQUIREMENTS

See SV500-4 CRICOS Registration Policy

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

- ❖ SV500-18 Attendance Policy
- ❖ SV500-21 Enrolment Policy
- ❖ SV500 Offer and Acceptance
- ❖ SV500 Letter of Offer
- ❖ SV500-13 Student Support Policy
- ❖ SV500-14 Welfare Policy
- ❖ Privacy Policy
- ❖ SV500-19 Complaints and Internal Appeals policy
- ❖ SV500-20 Course Progress Policy
- ❖ SV500-4 CRICOS Registration Policy
- ❖ SV500-8 Deferring, Suspending or Cancelling Enrolment Policy
- ❖ SV500-22 External Appeals Policy
- ❖ SV500-7 Fees Policy
- ❖ SV500-17 Third Party Provider Policy

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