



Course Progression & Duration Policy

Australian Paramedical College



Introduction

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) supports students to progress and complete their chosen studies within the expected course duration. This policy outlines the duration of APC's courses as well as matters related to student progression, including deferment and extension requests.

Duration of Study

Students are informed of the expected course duration prior to enrolment. Course Durations for each course offered at APC are listed below:

Course	Course Duration
HLT31120 Certificate III in Non-Emergency Patient Transport	12 months
HLT41120 Certificate IV in Health Care	18 months
HLT51020 Diploma of Emergency Health Care	24 months
Individual Unit of Competency	Dependent on unit

Students must complete all theoretical, practical and placement requirements within the specified Course Duration.

Each course has a structured approach that indicates the order and progression of theoretical components, requirements to commence clinical practice workshops and clinical placement. Note that the sequence of units advised to students at the time of their enrolment may change subject to progression or due to other factors (e.g., superseding of qualifications by Regulators, or the effects of COVID-19 delaying completion of face-to-face components etc.)

Progression

Students must make genuine attempts to progress by meeting expectations associated with the course. Progression history may impact APC's decision to approve deferments and/or extensions regarding a student's enrolment.

APC will make efforts to monitor the progress of students through the course. This may include monitoring participation in the course through the submission of assessments, portal access, practical participation and through achieving progression checkpoints.

APC will check-in with students at milestones throughout their course. When a student is identified of being 'at risk' of not progressing, the Student Success Team may contact the student on a more regular basis, providing encouragement to stay in line with the expected due dates listed on their individual training plan.

Students who feel they are falling behind are encouraged to call the Student Success team or book an appointment with the appropriate trainer/assessor to go through any assessment or content they are struggling with.

Ultimately, while APC will support our learners, students are responsible for their own progress through the course. This means actively tracking their progress, managing their study workload, and reaching out to APC for help if they feel they are falling behind.

Extensions and Deferment

Students who believe their personal circumstances may impact on their ability to meet expected course progression are advised to contact the Student Success Team and seek advice and support as early as possible. If circumstances result in a significant impact on course progression, students have the option of applying for the below:

- Deferment of Intake
- Deferment of Study
- Deferment of Payment
- Extension of Study

Outcomes for any of the above applications are reviewed on a case-by-case basis and are not guaranteed.

To request a deferment or extension, students must contact the Student Success Team via email on support@apcollege.edu.au and advise of their situation and desired outcome. The Student Success team will discuss the request with the student and send the appropriate application form to the student after this discussion. Requests will only be considered after an application form is completed.

Please review the Course Fees & Payments Policy on our [website](#) for further details of any other fees that may apply.

Deferment of Intake request

Deferment of Intake only relate to students who want their intake date deferred and have not commenced yet. Once students have commenced, then Deferment of Study requests apply.

Requests for an intake date deferral on compassionate grounds will be considered on a case-by-case basis. Payment plans are not automatically deferred and must be requested separately.

Approved deferrals of more than 90 days will require a current market price review, and admin fees may apply.

All deferrals will have a set re-intake date which must be complied with. The time allowed to complete study will also be extended by the deferred time.

APC's Refunds and Cancellation Policy will still be based on the original Agreed intake date on invoice.

Deferment of Study request

Deferment of Study relates to students who have begun their studies. Deferment of Study requests will only be considered in exceptional circumstances where matters outside of a students' control have prevented them from being able to progress in their course. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, a Deferment of Study is offered on a month-to-month basis, and students can receive a maximum of 90 days deferment throughout their course. Any deferment requests exceeding the maximum 90 days will not be accepted. This applies to all APC courses.

A student's access to learning materials (e.g., access to the online learning platform) will be suspended for the duration of the Deferment of Study is granted. A student's Course End Date will be extended for a time period equivalent to the duration of the Deferment of Study.

Please note that an approved Deferment of Study request does not result in an automatic Deferment of Payment for course fees. Should you need to defer course payments alongside a Deferment of Study, a separate application is required.

Deferment of Payment request

A Deferment of Payment request will only be considered in exceptional circumstances where matters outside of a student's control are temporarily preventing students from making payments for their course. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, a Deferment of Payment is offered on a month-to-month basis, and students can receive a maximum of 90 days deferment throughout their course. In exceptional cases, APC may offer a 90 day deferment in one block (rather than month-to-month). Any deferment requests exceeding the maximum 90 days will not be accepted. This applies to all APC courses.

Please note: A deferment of payment will only defer future payments during the deferment period. If you already have an overdue amount due, that will still need to be paid and payments of that cannot be deferred.

Extension of Study request

An Extension of Study request will only be considered within the final three (3) months of a student's course enrolment – i.e., three (3) months from their course end date.

An Extension of Study request will only be considered for students who have demonstrated significant progress through their course, including through completing the majority of their theory, practical or clinical placement requirements. APC will review applications on a case-by-case basis and make decisions at its discretion.

If approved, an Extension of Study on a month-to-month basis. In exceptional cases, APC may offer a three (3) month extension in one block (rather than month-to-month). Students may receive a total of twelve (12) months of deferment throughout their course.

Additional course fees are payable for an Extension of Study as follows:

- Total course fees for the relevant course as at the time of the student's enrolment (not including any adjustments to fees, such as Credit Transfers or Recognition of Prior Learning)
- Divided by the total duration of the course in months as at the time of the student's enrolment (not including any adjustments to Course duration, such as extensions or deferments)
- Multiplied by the period of the Extension of Study being offered in months

Monthly extension fees may not exceed three (3) months. Where three (3) months of extension fees are unpaid, a student will be required to make a payment of 25% of the outstanding fees, at the very least, within seven (7) business days of extending their course for the third month. If there is no payment or communication made by the student within the seven (7) business days of receiving the notice to make a payment, the student enrolment will be cancelled.

Any Extension of Study requests exceeding the maximum twelve (12) months will not be accepted.

Where an Extension of Study is not approved or the maximum Extension of Study period (twelve months) has been reached, a student will be issued with a Statement of Attainment for any nationally recognised units that have been completed in full. In this case, the student also has the option to apply to re-enrol into a course again. This will be subject to admission requirements on a case by case basis and may require the student to pay the full course fees as applicable at the time of their re-enrolment.

An Extensions of Study will not be offered if the extension coincides with the superseding of courses as required by the national regulator.

The above applies to all APC enrolments.

Version	Purpose/amendments	Issued
V1.1	Initial implementation	2018
V1.2	Annual review	Oct 2019
V2.0	Restructure to reflect process changes and merge of policy	Sep 2021
V3.0	Restructure to reflect eligibility requirements and structure	Dec 2021
V3.1	Removal of superseded qualifications	Oct 2022
V3.2	Realignment of policy with current procedures	Mar 2023