

Fast Track Policy and Procedure

PURPOSE

The purpose of this procedure is to outline the system used to fast track international students in VET courses.

POLICY

1. A student may apply for fast tracking which will enable the student to complete a course within a shorter time-frame than the normal scheduled time period allocated for that course. Students are advised to apply before the term begins, so the student may commence studies at the commencement of the new term.
2. Students are only allowed to apply for fast track only after completion of at least 1 term of the program, and must satisfy the course progress policy of SMC.
3. The student applying for a fast-tracked course must accept and comply with the training plan provided by the school for the fast-track course option.
4. The training plan must be approved by the Director of studies (or nominee).
5. The college course progress policy applies to all students doing a fast track course, that is, international students not making satisfactory course progress will be reported to the Department of Immigration and Citizenship.
6. Students completing a fast-track course must attend at least 70 percent of scheduled classes for each unit undertaken. Failure to do so will require the student to repeat the unit. This will incur additional fees.
7. If students are applying for OPTION 2 (see below) fast track, only 1-4 students per group are permitted. If more than this number is applying for OPTION 2 fast-track, the students will need to be split into two groups.
8. The institute reserves the right to refuse a student the fast-tracking option for his or her course. Reasons that the institute may refuse to fast track a student may include:
 - a. Lack of available classrooms or other material resources to conduct extra classes
 - b. Non-availability of a suitable trainer to conduct the fast-tracked course
 - c. An assessment has been made by the academic coordinator that fast-tracking the course will not enable the student to meet the academic requirements needed to demonstrate successful completion of the course

- d. An unwillingness by the student to comply with the training plan and conditions set by the school for the fast-tracked course
- e. Other reasons which will be determined on a case by case basis but which will be based on matters relating to the feasibility of the course being successfully completed on a fast-tracked basis.

OPTIONS FOR FAST TRACKING

Option 1

If there is no conflict in class scheduling, a student may fast-track by doing two stages concurrently within the same study period. For example, the student may do stage one on Mondays- Wednesdays and stage 2 Thursdays-Fridays. In such cases, the student will join normal scheduled classes and normal fees apply.

Option 2

If the student is unable to take option 1, the student may have an individual learning plan prepared by the school.

If the number of students is between 1-4 students, the training time may be reduced by up to forty percent 40% in duration to that of a regular scheduled course. The reduction in hours is justified on the basis that the student(s) will be engaging in a study mode that has significantly increased individual face-to-face tuition which enhances the students' opportunities to learn faster and to have the progress monitored more closely.

COSTS

1. If applying for fast-tracking, the student may incur additional charges to cover the costs of tuition and other expenses related to course delivery. The total course costs will be made known to the student prior to the student commencing his or her course.
2. Up-front fees paid by the student must comply with government Tuition Protection Scheme (TPS) requirements (ref the institute's TPS policy)

PROCESS

