



Reduction of Study Hours Policy and Procedure

Version 1.0

Contents

1. Rationale for reduced study hours	3
2. Study Hours Reduction Form	4

1. Reduction of Study Hours

A student may have different prior knowledge and skills (e.g., work experience and academic qualifications). They may have a different timeframe required to complete this course compared to other students. The reduction of study hours can be determined prior to or during classes. There are three scenarios that can have an impact on the student's study hours:

- (i) A student with recognition of prior learning (RPL) and / or credit transfer
- (ii) An exceptional student with outstanding performance during the training and assessment sessions, compared to other students*,**
- (iii) A combination of (i) and (ii).

**A student displays outstanding performance during training and assessment sessions. They can swiftly absorb knowledge and perform their skills to meet the requirements of units of competency in the training package. The student spends less time and produce more quality work than their peers. As a result, a trainer may have a discussion with the student regarding their new study plan and the reduction of their study hours. Although the student is permitted to have shorter study hours, the College will ensure that the academic integrity will be maintained (e.g., maintaining the quality of required assessments, and demonstrate sufficient knowledge and skills to meet with the requirements of the training package in training.gov.au).*

***for overseas and international student, an early graduation letter will be provided if a student graduates 56 days before the expected graduation date. The students can choose either early graduate or study free choice electives as an optional during the gap period.*

Students with more experience will be assisted to ensure they stay focused and are not held back by other students. This may reduce the number of self-study hours and potentially classroom time. A trainer will discuss with a student who has outstanding performance and complete Study Hours Reduction Form for their new study plan and the reduction of their study hours. The form is shown below.

Note: for overseas students, a reduction of study hours is a reduction of total study hours but not a reduction of 20 weekly scheduled contact hours. A student with a reduction of total study hours is still required to have 20 weekly scheduled contact hours. However, trainers and assessors can work together with students for developing new study plans which have online and/or distance learning components.

Study Hours Reduction Form

This form applies to students who have attained the required skills and knowledge in the enrolled qualifications/units of competency.

Personal Details

Title:

Date of Birth:

Student Identification

Number:

Student Visa holder Yes No

First Name:

Family Name:

Mobile No.:

Email Address:

Course Details

Course Name:

Course Code:

1) Student establishes evidence for reduced study hours application.

Students will be required to collate information regarding educational history and work experience to support application for reduced study hours with a qualified trainer.

In the meeting, trainers may discuss with students how their past experience correlates to competency in delivered content, this may involve trainers describing the requirements of units of competency to experienced students in details (e.g., performance criteria, and knowledge evidence). This is to assess whether students are eligible for a reduction in study hours.

2) Choices of student's study plan and required/requested support

Students will meet with their trainer to discuss their amended study plan and requested support. The selected plan and support must contain the following details:

- 1) What content will be provided?
- 2) Who will provide the sessions?
- 3) When/where will it be delivered?
- 4) How will it be provided?
- 5) How much will it cost?
- 6) The information should be added into the "other information" section.

RPL Assessment

A student who has displayed required knowledge and skills to pass unit/s of competency with supporting documents. This process can be undertaken once trainers refer students to responsible RPL staff.

Submission of Gap Assessments.

A student has displayed evidence of the majority required skills and knowledge from a unit of competency. The students may be required to complete gap assessment using prescribed self-assessment provided the students is already competent in the majority of the content.

Credit Transfer Process

If a student has academic proof of completed units of competency eligible for this qualification, they may be eligible for credit transfer. The credit transfer process can be undertaken once the trainer has referred a student to the college staff who are responsible for credit transfer process.

Consideration of a more suitable study program or study mode.

A student that displays advanced knowledge and skills in another field may be encouraged to consider another study program or study mode that is more suited. The trainer or relevant staff may make a recommendation to the student and as a result, the student's study hours may be reduced.

Change enrolment to a relevant unit of competency and reduce study load in a study period.

A student may display advanced knowledge and skills in certain units of competency that may not currently be enrolled. Therefore, the student may be recommended to enrol into these units of competency.

Attend fast-track academic skills workshops.

A student displays high levels of knowledge (theoretical component) but does not possess the same level of competency in practical components. Therefore, the student will be recommended to attend fast-track academic study skills workshops, potentially resulting in a reduction of study hours.

Attend fast-track theoretical training sessions.

A student displays high levels of skill (practical component) but does not possess the same level of competency in theoretical components. Therefore, the student will be recommended to attend fast-track theoretical training sessions, potentially resulting in a reduction of study hours.

Additional Information

Other Information:

3) Outcomes of student’s study plan amendment.

If changes are made to the student’s study plan, they must be informed of the changes and requirements to perform their study. The student must agree to the changes to their study plan which may affect factors such as study volume, graduation, etc. Students must be made aware of the implications of their new study plan on their academic course progression.

Declaration by College staff

Trainers have developed the reduction of study hours in conjunction with the student to assist with their academic progression. The student was informed of their study plan and the resulting impact on their course progression, enrolment and duration of study.

College Staff Name:	Date Signed (dd/mm/yyyy):
College Staff Signature:	

Acceptance by Student

- I acknowledge that I have read and accepted the terms of the study plan stated on this form.
- I agree that implementation of this study plan will assist me in my study and the reduction of study hours will not negatively impact on my study progress.
- I understand a copy of this study plan will be recorded on my student file and may be used by the College in any or all subsequent academic progress determinations.
- I understand that I have a responsibility to complete the study plan stated on this form.
- I understand that failure to follow the study plan may impact my course progress.

Student Name:

Student Signature:

Date Signed
(dd/mm/yyyy):