

Extension Policy

Purpose

The purpose of this policy is to inform students of the requirements and process to apply for an extension to their enrolment.

Trainwest recognises that students may be impacted by unforeseen circumstances that prevent them from completing all course requirements in accordance with the specified duration.

Each student will receive a course start and end date, indicating the time required to complete their course or qualification. This will be stated in the formal confirmation email.

Extension Management

- » All students are granted up to a 24 month enrolment period, dependent on transition arrangements
- » Students may request up to two, three month extensions
- » Students must submit an Extension Request Form one month prior to the course end date or within the 24 month enrolment period
- » The Extension Request Form may be requested by emailing admin@trainwest.com.au
- » All decisions to grant extensions will be made by the Trainwest Training Coordinator
- » The first three month extension once approved will be free of charge
- » The second three month extension will attract a fee of \$300 plus GST upon approval
- » Students will be notified by email of the decision and provided information on support services available to assist in completion of the course or qualification.
- » No further requests to extend the course end date will be accepted
- » Students will be required to re-enrol into their course or qualification
- » For students who have not made an extension request, the student enrolment status will be changed to withdrawn if one month after the initial course completion date has passed and there has been no evidence of a request to extend
- » Once a student has applied for two extensions to their enrolment, no further requests to extend the course duration will be accepted and students will be required to re-enrol into their course or qualification if they wish to continue
- » Students will be encouraged to attend post course support workshops or book a 30 minute support session with a Training Specialist. Additional one on one support with a Training Specialist can be booked for a fee of \$300 for two hours. Students must make a booking for a support workshop or support session by contacting admin@trainwest.com.au

The Volume of Learning for qualifications in the VET sector are:

AQF Qualification Level	Typical Volume of Learning
Certificate II	0.5 - 1 year
Certificate III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Certificate IV	0.5 - 2 years
Diploma	1 - 2 years

The Trainwest enrolment duration is based on these indications.