

Modes of Delivery Policy

1 PURPOSE

The purpose of this policy is to outline the acceptable modes of delivering vocational training and assessment to overseas students in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and standard 8 of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’

As part of The Australian Institute of Commerce and Technology’s commitment to providing students with access to flexible learning options to accommodate diverse and varying learning styles and needs, this policy acknowledges the acceptable amount of online and/or distance modes that may be utilised.

2 SCOPE

This policy applies to all CRICOS registered courses of study and to current and prospective overseas students including those continuing study.

This procedure does not apply to courses offered to students studying outside Australia or wholly online courses. Distance education and part-time programs are not to be registered on CRICOS and as such, are not available for overseas (international) students.

3 DEFINITIONS

Distance learning	Distance learning is carried out without the requirement to attend the campus for that unit of study
Face to face	Usually classroom based but may also entail practical laboratory, workshop and other learning environments, provided the trainer assessor is present and It should be noted that face-to-face training may involve the use of online/electronic tools and media; for instance Moodle platforms and eLearning. Providing the online/electronic tools and media do not replace to negate the need for a trainer assessor to be present. Face-to-face mode should be trainer assessor-lead rather than self-paced learning. Some electronic mediums, such as Skype, make live-time discussions possible. However these are not to be used as face-to-face study
Online	Online mediums separate the teacher and student and necessitate the study being partially or completely self-paced or student-lead Some online study involves participating simultaneously online such as via real-time discussion forums at a pre-specified time
Study Period	A study period or term is the regular scheduled term of study between study breaks, often of ten to thirteen weeks duration.

4 POLICY STATEMENT

- 4.1 Overseas students are required to be enrolled in a full time course as a requirement of their student visa (Condition 8202).
- 4.2 In accordance with the ESOS framework, and the requirements of CRICOS registered courses, The Australian Institute of Commerce and Technology will not deliver a course exclusively by online or distance learning to overseas students. (8.18)
- 4.3 In designing and delivering courses for overseas students, no more than one-third of the units may be by online or distance learning modes, with the remaining two-thirds of the course delivery being face-to-face delivery mode. (8.19)
- 4.4 When designing and delivering courses for overseas students, and whenever enrolling students into study programs, The Australian Institute of Commerce and Technology will ensure that each overseas student's study plan includes at least one unit that is not by distance or online learning in each compulsory study period. (8.20)
The only exception is when a student is completing the last unit to complete their course.
- 4.5 If/when overseas students do study by means of online or distance learning, The Australian Institute of Commerce and Technology will take all reasonable steps to support students who may be disadvantaged by: (8.22)
- Any additional costs or other requirements from undertaking online or distance learning including for overseas students with special needs (8.22.1)
 - The inability to access resources offered by The Australian Institute of Commerce and Technology , and/or opportunities for engaging with other overseas students while undertaking online or distance learning (8.22.2)
- 4.6 Students require sufficient support and feedback to ensure their optimal capacity to achieve satisfactory course progress requirements of their visa and CoE.
- 4.7 Intervention strategies are available to students identified as being at risk, see Intervention Strategy Policy.
- 4.8 Intervention strategy plans may include such remedial actions as altering the delivery methods that a student is enrolled in to better suit the student's needs.

5 RESPONSIBILITIES

Role within RTO	Area of responsibility
The Director	Approval Authority
Senior Compliance Officer	Development/Review
Senior Office Administrator	Monitoring and Evaluation
The Trainer	Compliance
Office assistant	Implementation

4 RELATED LEGISLATION AND REGULATIONS

- Education Services for Overseas Students (ESOS) Act 2000
- *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 8
- Standards for Registered Training Organisations (RTOs) 2015

5 RELATED DOCUMENTS AND FORMS

- Intervention Strategy Policy
- Progress, Completion and Attendance Policy
- Overseas Student Support Policy