



PGA IGI

International Golf Institute

OVERSEAS STUDENT VISA
REQUIREMENTS POLICY and PROCEDURE

OVERVIEW

This policy has been developed in accordance with the Standards for Registered Training Organisations 2015, The ESOS Framework including the ESOS ACT 2000 as amended and National Code 2018 Standard 8.

Overseas students on visa class 500 Student Visa have a number of visa requirements they must abide by, this policy outlines how the PGA IGI monitors those visa requirements including course progress and informs students of the obligations of their student visa requirements.

POLICY

The PGA IGI monitors course progress of overseas students to ensure they are in a position to complete their course within the expected duration. The expected duration of study is specified on the overseas student's Confirmation of Enrolment (CoE) and will not exceed the CRICOS registered duration. The PGA IGI informs students of student visa requirements in the Student Handbook prior to enrolment and at orientation on the overseas students first day.

The PGA IGI does have some unsupervised training the students are expected to complete some online learning. The PGA IGI will not deliver more than one-third of units online or by distance and the online learning is supported by the Programs Manager.

The PGA IGI will take all reasonable steps to support overseas students who may be disadvantaged by:

- Additional costs or other requirements, including for overseas students with special needs from undertaking online or distance studies
- The inability to access resources and community offered by the PGA IGI, or opportunities for engaging with other overseas students while undertaking online or distance learning
- All overseas students have access to the Fairway Discussion box where all students can discuss with their trainer/assessor and each other

Monitoring Course Progress

The PGA IGI closely monitors course progress of students. The PGA IGI monitors course progress to ensure the student is progressing in their course.

The PGA IGI Programs Manager assesses midterm and at the end of each student period (ten week term) the student's course progress as per the scheduled Timetable. The Programs Manager assesses the student's course progress midterm to identify, notify and assist overseas students to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.

The Programs Manager will assess each student's course progress midterm by assessing the amount of assessment work completed. The Programs Manager will inform the student if their course progress is assessed as being at risk. A student would be deemed at risk if they had not been found to have completed the allocated units of competency by the due date as per timetable at the midterm period and an intervention strategy would be implemented at this time to avoid the student either failing or becoming

further behind and not being up to date at the end of the study period. Students are informed of the procedure if their course progress does not improve, no formal warning letter at this stage will be given.

If a student has not completed and been found competent in the allocated units of competency by the due date as per their timetable for a study period (an allowance of one unit outstanding may be allowed depending on the students circumstances) another intervention strategy will be implemented and the overseas students will receive a warning letter outlining that if they are found to have unsatisfactory course progress. If a student is found to have unsatisfactory course progress in a second study period they will be given an Intention to Report notice and may be reported via PRISMS of their unsatisfactory course progress. PRISMS alerts Department of Home Affairs and this may affect their student visa. The student is informed they may access the PGA IGI Complaints and Appeals process within 20 working days.

The implementation strategy may include but not limited to:

- Reviewing study techniques and skills
- One on one support meetings with trainers/assessors
- Small group tutoring sessions with trainers/assessors
- Providing English language support if required (lessons from an English teacher may cost extra if a referral to an English teacher is required)
- Private tutoring (may cost extra to employ a private tutor)
- Improving attendance if attendance is low
- Advising the student of the suitability of the course they are enrolled in
- Informing students of the opportunities for re assessment
- Attend informal/ formal counselling sessions as required
- Receive assistance with personal issues that might be impeding course progress
- Enter into a study agreement with timeframes for completing assessments
- Golf course access/membership may be suspended until students course progress is no longer at risk

The above intervention strategies are to assist students to be able to complete their course of study within the expected duration specified on the overseas students CoE.

Students must attend all scheduled classes. The Programs Manager completes the Attendance Roll at each scheduled class. All students receive a timetable with scheduled classes and due dates for all of their assessments and units of competency to ensure students are in a position to be able to complete the course of study within the expected time frames. Students who are ill and cannot attend class must inform Student Administration either by phone or email as soon as practical. Students who miss two classes must produce a medical certificate. Students will be contacted by Student Administration if they are absent for more than two days without contact, if a student cannot be contacted for more than five days their emergency contact listed will be contacted to inform them of the students absence. If the student remains uncontactable they will be reported to the police/federal police as a missing person.

The PGA IGI will not extend the duration of an overseas students enrolment if the overseas student is unable to complete the course within the expected duration, unless:

- There are compassionate and compelling circumstances as assessed by the PGA IGI, the student will have to provide evidence of their compassionate and compelling circumstance, compassionate and compelling circumstances may include but not limited to:
 - Illness, both physical and mental
 - A traumatic experience
 - Natural disaster at home
 - Severe illness or death of a close relative

All compassionate and compelling circumstances will be looked at on their own merits. Documentary evidence must be provided to support the compassionate or compelling circumstance.

- The PGA IGI has implemented, or in the process of implementing an intervention strategy for the overseas student because the student is at risk of not meeting course progress requirements
- An approved deferral or suspension of an overseas students enrolment has occurred under Stand 9 of the National Code 2018

If the PGA IGI extends the duration of the students enrolment, the student is advised to contact Department of Home Affairs to seek advice of any potential impacts on their visa, including the need to obtain a new visa.

The PGA IGI will take all reasonable steps to support overseas students who may be disadvantaged by:

- Additional costs
- Overseas students with special needs
- Overseas students may access trainers and resources at more times than the scheduled classes
- Any online study will be supported by the trainer/assessor

Working in Australia

Overseas students are allowed to work up to 40 hours per fortnight. Once you have started your course. A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday. Overseas students can work more than 40 hours during the college holidays. You cannot start paid work until you have started your course.

Remaining enrolled in a registered course

All overseas students must remain enrolled in a registered course (unless they are a Foreign Affairs or Defence sponsored student or secondary exchange student in which case they must maintain full time enrolment in their course of study or training). A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Overseas students must maintain enrolment in a registered course that is at the same level as, or higher than level than the registered course for which they were granted a visa. The PGA IGI has a documented policy and procedure covering overseas student transfers as per Standard 7 of the National code 2018

Overseas Health Cover (OSHC)

All overseas students must maintain adequate health insurance for the duration of the visa granted. The PGA IGI can purchase OSHC on behalf of the student or the overseas student may purchase their own and provide a copy of the cover to the PGA IGI.

Financial Capacity

All overseas students must continue to satisfy the requirements of the student visa granted. For example overseas students must continue to have sufficient financial capacity to support their study and stay in Australia.

School Age Children

All school age children that accompany their parent that is an overseas student and are part of the visa application must maintain adequate schooling arrangements for their children if the school age children will be in Australia for any more than 3 months.

Younger Overseas students

For overseas students that is younger than 18 years of age the student must have accommodation and support and their welfare must be maintained for the duration of their stay in Australia.

To maintain welfare students must stay with:

- A parent or legal guardian
- A relative who has been nominated by your parents or custodians who are over the age of 21 and is of good character
- The PGA IGI do not accept any overseas student that needs welfare arrangements as per Standard 5 of the National Code 2018

Contact Details

All overseas students must inform the PGA IGI of any change in their contact details within seven days , including:

- The students address
- The students email address
- The students phone number
- The students emergency contacts details
- If the student changes the education provider with seven days of receiving a CoE or evidence of enrolment

For more information on Student Visa Subclass 500 - <https://www.homeaffairs.gov.au/trav/visa-1/500->

Course progress procedure

The PGA IGI monitors course progress very closely and aims to identify students are at risk of not completing their course in the expected duration:

1. Student's course progress is assessed midterm to ascertain if they are having any issues with maintaining their course progress if the student is deemed to be falling behind an intervention strategy will be implemented.
2. If a student continues to fall behind at the second point (full study period) of being assessed for their course progress a warning letter will be emailed to them and a counselling session with the Programs Manager and further intervention strategies will be implemented. The warning letter outlines:
 - Course enrolled and date commenced
 - Requests the student contact the Programs Manager
 - What will happen if the student continues not to maintain course progress in a second consecutive study period term a Notification of Intent to Report will be emailed to the student
 - The student is informed they have 20 working days to appeal
 - If the student chooses not the access the complaints and appeals process they will be reported to the Department of Home Affairs
 - If a student withdraws from the complaints and appeals process they may be reported via PRISMS to the Department for Home Affairs for unsatisfactory course progress
 - The student is advised to contact the Department of Home Affairs for advice.