

Extension of Study Duration Policy

Purpose

The purpose of this policy is for RED MAKO LEARNING PTY LTD to provide fair and reasonable guidelines for granting extensions of course duration to students in accordance with Standards for RTO's 2015 and meet any additional requirements from government funding agreements and relevant legislation.

The policy applies to the process to be followed by staff for students wanting to extend their course duration beyond the scheduled duration.

This policy applies to all qualifications/courses offered by RED MAKO LEARNING PTY LTD.

Extension of Course Duration

RED MAKO LEARNING PTY LTD recognises that on occasion, students may require additional time to complete their study and related assessments.

- This may occur due to a range of circumstances.
- The extension length will vary depending on the number of units to be completed and individual student circumstances.
- Application of Extension of Course Durations has assigned fees and charges [accessible through our website](#).

Application for Extension of Course Duration

Application for an extension of course duration in accordance with this Policy must be made in writing on the Extension of Study Duration Form available from the [RED MAKO LEARNING PTY LTD Policies Fees and Form page](#) or requested from studentsupport@redmako.com.au

- An extension application must be made at least 2 weeks prior to the scheduled course end date
- Written applications must detail all of the following:
 - The reason for an extension
 - The length of the required extension and justification of the timeframe requested
 - A plan/timetable demonstrating how the remaining units will be completed within the time of the extension, if granted

When considering an application for an extension the following will be taken into consideration:

- Student's progress in the course to date (if applying at the end of the course more than 60% of the unit assessments have successfully been completed)
- The circumstance leading to the request of an extension
- The student's plan/timetable demonstrates a commitment to completing the training and assessment requirements within the extended period

- The likelihood of the student finishing within the timeframe requested.
 - If necessary, for the student to complete, RED MAKO LEARNING PTY LTD may grant an extension of a period longer than requested by the student, due to the student's circumstances. In this case the student will be required to pay any additional fee applicable.
 - Extensions of more than 24 weeks can only be granted in circumstance approved by the Training Manager.

Awarding an extension

- Students will be notified in writing of the outcome of the application for an extension, within 7 working days of receipt of payment and the formal application for an extension and all required information being received by RED MAKO LEARNING PTY LTD
- Only one extension is available per course. Once an extension has been applied for and a decision made, no further extensions are available on that course.
- Once granted, the extension time period will commence from the scheduled end date of the course

Rejecting applications for an extension

- Rejecting of applications must be in writing and within 7 days of the full application and fees being received. A rejection would only be made if the student did not supply a realistic plan/timetable to complete the remaining units and/or had not completed the required 60% of units prior to applying for the extension.
- The application fee will be refunded in the event that the application is rejected, minus a \$77 administration fee.
- Students whose applications for an extension are not successful are to be advised that they will receive a Statement of Attainment for all units successfully completed prior to the end date of the course.

Schedule of Fees

In the event that an application for an extension is unsuccessful the fee will be refunded minus a \$77 administration fee.

EXTENSION PERIOD REQUESTED	AMOUNT
An extension of 4 weeks	\$200
An extension of 8 weeks	\$300
An extension of 12 weeks	\$550

<p>Extensions of more than 12 weeks may be granted in circumstance approved by the Training Manager</p>	<p>may also incur an additional fee in addition to those listed above</p>
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Deferment

Deferment of studies is different to an extension of course duration.

A deferment is where a student puts their studies on hold for up to 8 weeks. A deferment does not increase or extend the duration of the course. By deferring their studies students are simply advising Redmako that they are inactive, will not be undertaking any training, completing assessments or requiring any trainer and/or assessor support or assistance for the period of the deferment. Examples of when a student may defer their studies is when taking a holiday, moving house or commencing a new job.

See the Enrolment Amendment Policy from [Redmako Learning’s policies, fees, and forms webpage](#) for more information.

Relevant Legislation:

- **Work Health and Safety Act 2011** - The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Australian workplaces. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high-risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this Act, regardless of the types of services and/or products they provide or sell. For more information visit: <https://www.legislation.gov.au/Details/C2018C00293>
- **Industrial Relations Act 1988** - The principal objective of the Industrial Relations Act 1988 is the provision of a framework for industrial relations that supports economic prosperity and social justice. For more information visit: <https://www.legislation.gov.au/Details/C2004C00497>
- **Privacy Act 1988** - The Privacy Act 1988 makes provisions to protect the privacy of individuals, and for related purposes. It should be noted, however, that the Federal Privacy Act does not regulate state or territory agencies (except for the ACT). For information on privacy regulations in other states and territories, visit: <https://www.legislation.gov.au/Details/C2019C00025>
- **Copyright Act 1968** - The Copyright Act 1968 is an Act relating to Copyright and the protection of certain performances, and for other purposes. For more information regarding the Copyright Act 1968, go to <https://www.legislation.gov.au/Details/C2019C00042>
- **National Vocational Education and Training Regulator Act 2011** - This Act was introduced in 2011 to establish a consistent registration and accreditation framework for Vocational Education and Training, by applying nationally agreed standards. For more information visit: <https://www.legislation.gov.au/Details/C2017C00245>
- **Equal Opportunity Queensland Anti-Discrimination Act 1991** - The objective of Equal Opportunity legislation is to encourage the identification and elimination of discrimination,

sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality. For more information go to: <https://www.legislation.qld.gov.au/view/pdf/2017-06-05/act-1991-085>

- **Australian Consumer Law (ACL) 2011** - Australian Consumer Law (ACL) 2011 aims to provide an equitable, competitive, informed and safe marketplace. It makes provisions in respect to certain unfair or undesirable trade practices and aims at regulating the supply of goods and services. For more information visit: <http://www.consumerlaw.gov.au/resources-and-guides>
- **Competition and Consumer Act (CCA) 2010** - The object of the Competition and Consumer Act (CCA) 2010 is to enhance the welfare of Australians through the promotion of competition and fair trading, and through a provision for consumer protection. For more information visit: <https://www.legislation.gov.au/Details/C2011C00003>

Related standards

Standards for Registered Training Organisations (RTOs) 2015 – Clauses 2.1, 4.1, 5.2, 5.3, 6, 8.5, 8.6.

Supporting Documents

RED MAKO LEARNING PTY LTD documentation accessible through [Redmako Learning's policies, fees, and forms webpage](#), which supports the implementation of this policy include:

Extension of Study Duration Application Form

Enrolment Amendment Policy

Enrolment Amendment Form

Fees and Charges Policy

Version controller

Date	Notes	Version number
01/03/2019	Updated the document to reflect current practice	V.2.0
23/06/2022	Updated the document to reflect current practice and added version controller	V.3.0