

Policy Name	Issuing Student Individual Learning Plans
Date	12 September 2019
Responsible dept.	Learning and Development
Current Version	V2

PURPOSE

The College for Adult Learning (CAL) supports students learning by issuing each student with an Individual Learning Plan (ILP) as a guide to study progression. The ILP reflects the units to be undertaken (including unit electives and imports), the method by which the units will be completed (course work, RPL or credit transfer) and gives students dates by which to complete each unit (based on the student's indicated study timeframe).

SCOPE

This policy applies to all student administration staff, customer service staff and coaching staff who are involved in student onboarding, engagement and course progression.

POLICY STATEMENT

CAL adheres to ASQA standard 1.7 to support needs of individual learners by creating personalised learning plans which reflect the student's study agreement with the College, and reciprocal provision of services agreement by CAL with the student.

The provision of the individual learning plan ensures both the student and CAL have a clear understanding and agreement of the course progression at any given time. It may be amended throughout a student's enrolment to reflect changes including, but not limited to:

- Addition/removal or swapping of units in the course to better meet the students learning outcome needs,
- Extension or amendment of commencement and completion dates for individual units and/or entire course,
- Recording and confirmation of the method of unit completion (via course work, RPL or credit transfer).

The ILP is first issued to a student at the commencement of their course, post completion of the ILP request form or post initial welcome call. Where a student does not fulfil either option within 30 days from their enrolment, an ILP is sent out to the student (based on standard unit package and 24-month course allowance) to ensure the student has a plan to work towards.

Students can elect the timeframe in which they complete their course, under the following conditions:

- A Certificate IV Qualification can be completed in a minimum of 6-months,
- A Diploma Qualification can be completed in the minimum of 12-months,
- A Double Diploma Course can be completed in a minimum of 18-months,
- A Dual Certificate IV and Diploma Course can be completed in a minimum of 15-months.

These durations are based on the AQF Volume of Learning as following:

- Certificate IV = 600 – 1200 hours,
- Diploma = 1200 – 2400 hours.

PROCEDURE

1. Student's ILP request is received (via the CAL website or from an student success advisor),
2. Student's file on salesforce is checked for notes relating to unit's changes/electives/credit transfers/RPL/fast-track advice,
3. ILP template is located from shared drive folder and adjusted for any notes relating to unit changes,
4. First page of ILP template is populated with the student's details as found on their salesforce account,
5. Using the ILP calculator and the students indicated preference for course length (as per the policy), the ILP is populated with dates for each unit to be commenced and completed,
6. File is saved as "ILP_(course code)_(student name)" to a local location for sending to the student,
7. Once ILP is sent to the student, salesforce must be updated to reflect ILP sent (check box),
8. The final document that is sent to the student is filed in the secure documents management system InfoOrganiser under the student number.

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	7/9/2018	Sarah Sabell	September 2019
2	12/09/2019	Sarah Sabell	September 2020
Compliance References			
Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clause: 1.7		
Industry	Vocational Education and Training (VET)		
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		