

Course Completion Policy

Australian Institute of Training Solutions- AITS is committed to maintaining compliance with the Standards for RTOs 2015. Therefore, as learners complete their studies, whether it be a full qualification or a number of units, it is essential that completions are processed correctly and in a timely manner.

There are two types of course completions:

- Full Completion – Refers to students who have completed all units of competency required for the completion of a full qualification.
- Partial Completion – Refers to students who have completed units of a course but have not completed all requirements of the full qualification.

Once a student has completed their studies and the trainer and assessor has assessed all of the evidence as competent the following completion procedure will be used:

- Trainer finalises all sections of the student's evidence, including all required signatures and dates.
- For full completions the trainer ensures the final sign off is completed by all parties
- Trainer distributes and then collects the completed AQTF questionnaires and course evaluations forms from the student and the employer
- Trainer completes and signs the student completion checklist to ensure all documentation and evidence is accounted for and complete
- Handbooks, evidence and documents are then presented to the General Manager to review, finalise and audit
- Handbooks, evidence and documents are then presented to the Student Services Officer, who ensures all final results are logged in the student management system
- Student Services Officer confirms that all course fees are paid, if not the Student Services Officer will follow up with the student directly
- Student Services Officer will then add the student's details to the Qualifications version control document and add parchment details to
- Student Services Officer uses parchment details to create and issue full qualification or Statement of attainment, as per the Issuance of Qualification Policy
- Student Services Manager then logs and files all feedback from evaluation forms and questionnaires in the course evaluation summary spreadsheet. (Please see Feedback and Evaluation Policy for more information)
- All documents, evidence and handbooks are then prepared for archiving by the Student Services Manager.

Depending on the type of completion, once all course fees are paid in full, students will be issued with either a full nationally recognised qualification and a statement of results or just a statement of attainment within 30 days as per the Issuance of Qualification Policy.

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