

International Institute of Management Pty Ltd t/a American College staff will constantly monitor student assessments and workloads and record any changes/variations on the student file.

International Institute of Management Pty Ltd t/a American College will monitor every student s enrolment load a minimum of once per study period (per term / 3 months) to ensure students can complete the course in the duration as per the Confirmation of Enrolment (COE).

A generic course progress policy may not be appropriate for more than one course. Courses that require additional or varied progress rules will be provided a separate course progress policy, Refer to Course Progress Policy and Procedure.

Trainers will discuss any concerns with students and offer assistance as situations arise to help prevent students falling behind in their course progress. Trainers will constantly monitor the progress of students and report any concerns to the Director as soon as identified.

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American College will only extend the duration of a COE -

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Course duration comparison reports (PRISMS) are monitored by the 5998 TmMS) are m