

Student Progress in the University Certificate in Workforce Essentials Policy

Section 1 - Purpose

(1) This Policy sets out Charles Sturt University's administration of student progression in the University Certificate in Workforce Essentials (UCWE).

(2) The Policy:

- a. provides clarity to students enrolled in or seeking admission into the UCWE;
- b. advises on the application of other policies of Charles Sturt University (the University) to reflect the student administration of the UCWE only;
- c. applies to all students enrolled or seeking admission into the UCWE;
- d. is to be read in conjunction with Academic Senate's:
 - i. [Enrolment Policy](#);
 - ii. [Admissions Policy](#);
 - iii. [Academic Progress Policy](#); and
 - iv. [Assessment Policy - Coursework Subjects](#).

These policies apply to all students either enrolled in or seeking admission to the UCWE, except as detailed specifically in this Policy.

Section 2 - Glossary

(3) UCWE - means the Charles Sturt University University Certificate in Workforce Essentials.

(4) Census Date - means the FEE HELP HECS Census Date as advised from time to time.

(5) Term - means the academic period in which the subject PPP100 is offered within the UCWE.

Section 3 - Policy

Extenuating Circumstances

(6) Extenuating circumstances would include:

- a. administrative problems, such as the late receipt of teaching materials, enrolment errors or delays;
- b. sporting or cultural commitments, where a student has been selected to participate in a State, National or International sporting or cultural event;
- c. military commitments, where a student is a member of the armed forces involved in a compulsory exercise;
- d. legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal etc.; and
- e. other events that pose a major obstacle to the students proceeding satisfactorily with his or her studies.

(7) The following would not be regarded as extenuating circumstances:

- a. demands of sport, clubs, and social or extra-curricular activity (other than selection for State, National or International sporting or cultural events);
- b. difficulties with the English language during examinations.

Leave of Absence

(8) The following clauses of the [Enrolment Policy](#) do not apply to UCWE students:

- a. maximum leave permitted;
- b. applications after the Census Date; and
- c. re-enrolment After Leave of Absence.

(9) UCWE students will not be permitted a leave of absence (as defined in the [Enrolment Policy](#)) at any time.

Progression and Academic Performance

(10) A student seeking entry into the UCWE or currently enrolled in the UCWE will only be permitted two opportunities to accept an offer of study in the UCWE in any 12 month period, unless extenuating circumstances are substantiated. Claims of extenuating circumstances will be assessed and determined by an officer nominated by the Executive Director, Division of Student Administration based on evidence provided by the student, and in consultation with the relevant areas of the University.

(11) Where no evidence relating to extenuating circumstances is provided, the application will be rejected.

(12) If a student requests a review of a determination of extenuating circumstances, the Executive Director, Division of Student Administration will appoint a review officer who is not the original decision-maker, to determine whether the extenuating circumstances are sufficient to allow for admission to the course.

(13) Any student who withdraws their enrolment in the UCWE will be required to reapply to Admissions Office to re-enrol in the UCWE.

(14) A student who receives an unsuccessful grade (Fail or Fail Withdrawn) for the subject PPP100 Workforce Essentials within the University Certificate in Workforce Essentials, and wishes to repeat the subject, will be required to reapply for entry to the course by lodging an application with Admissions Office.

(15) A student who receives an unsuccessful grade (Fail or Fail Withdrawn) for the subject PPP100 Workforce Essentials for a second time will be excluded from the UCWE. Appeals against such exclusion are governed by the [Academic Progress Policy](#).

Deferred Admission

(16) Application for deferred admission, as described in the [Enrolment Policy](#), will not be available to students applying for entry to the UCWE. In such circumstances students will be withdrawn from the course and may reapply at a later date.

Section 4 - Procedures

(17) Nil.

Section 5 - Guidelines

(18) Nil.

Status and Details

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Unit Head	Natalie Nixon University Secretary
Author	Nicholas Drengenberg Deputy Director Governance and Academic Secretary
Enquiries Contact	Office of Governance and Corporate Affairs +61 2 63384207