

Enrolment Extension Policy - CHC33021 Domestic Students Only

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	Domestic students – CHC33021 only
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Competition and Consumer Act 2010 (Cth), Schedule 2 – Australian Consumer Law.
- Privacy Act 1988 (Cth), including the Australian Privacy Principles and Notifiable Data Breaches scheme.
- Student Identifiers Act 2014 (Cth) and current Student Identifiers regulations and requirements.

Compliance note: This policy retains the approved Version 3.1 domestic CHC33021 operational settings. Fees and enforcement must be disclosed before the relevant commitment and applied consistently with the Australian Consumer Law, procedural fairness and the College complaints/appeals process.

Policy and procedure

Policy Title: Enrolment Extension Policy (Domestic Students)

Qualification: CHC33021 Certificate III in Individual Support (Ageing & Disability)

1. Purpose

The purpose of this policy is to ensure Domestic students enrolled in CHC33021 Certificate III in Individual Support complete all course requirements within their approved enrolment period, including the mandatory 120 hours of work placement, any pending assessments, and any outstanding practical sessions, and to outline the conditions under which an enrolment extension may be granted by the RTO.

2. Scope

This policy applies only to Domestic students enrolled in CHC33021 with The Bright College.

Note: International (CRICOS) students are managed under separate enrolment duration and extension policies in accordance with ESOS requirements.

3. Enrolment Duration

- Domestic students are enrolled in CHC33021 for a maximum duration of 52 weeks (one year).
- All training and assessment requirements, including 120 hours of mandatory work placement, must be completed within this period unless an approved extension is granted by the RTO.

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4. Work Placement Requirement

- Work placement is a mandatory requirement of the CHC33021 qualification.
- Domestic students must complete 120 verified hours of approved work placement.
- Responsibility for timely commencement and completion of work placement rests with the student.

Failure to complete work placement will result in the qualification being recorded as incomplete.

5. Enrolment Extension Conditions (Domestic Students)

- Domestic students who do not complete the required 120 hours within the 52-week enrolment period must apply for an enrolment extension.
- An extension of up to 12 additional weeks may be granted to complete outstanding work placement hours, practical sessions or assessments.
- Extensions are not automatic and are subject to approval by The Bright College.

6. Extension Fee

- A non-refundable enrolment extension fee of \$550 applies.

The extension period will only commence once:

- The extension request has been approved by the RTO, and
- Full payment has been received.

No training, assessment, or placement support will be provided during the extension period until payment is confirmed.

7. Student Responsibilities (Domestic)

Domestic students must:

- Monitor their enrolment end date.
- Plan and complete work placement within the approved timeframe.
- Notify the RTO early if delays occur.
- Submit an extension request prior to the enrolment end date where possible.

8. RTO Responsibilities

The Bright College will:

- Provide clear information regarding work placement requirements.
- Monitor student progress.
- Issue reminders where appropriate.
- Maintain accurate enrolment, extension, and fee records.

9. Non-Completion

Domestic students who do not complete work placement and do not apply for or are not granted an extension may have their enrolment finalised as incomplete. Any further study may require re-enrolment and additional fees, in line with RTO policies.

10. ASQA 2025 Standards Alignment

This policy aligns with the Standards for RTOs 2025, including:

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- Standard 1.1 - Compliance with training package requirements.
- Standard 1.3 - Completion of all assessment requirements.
- Standard 1.7 - Monitoring learner progress and intervention.
- Standard 2.1 - Accurate information provided to learners.
- Standard 2.4 - Accurate enrolment and progression records.
- Standard 3.1 - Transparent fees and charges.

11. Policy Review

This policy will be reviewed annually or earlier if required due to:

- Training package updates.
- ASQA regulatory changes.
- Internal or external audit outcomes.

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