

## AIST Extension policy

### Purpose

The AIST Assessment extension policy defines AIST's position in relation to the granting of extensions to students for the completion of course assessment work including exams and assignments.

This policy relates to students enrolled in any course that forms part of AIST's Diploma of Superannuation (FNS50715), those courses being:

- RG146 for the superannuation industry
- Insurance for the superannuation industry
- Investment for the superannuation industry

### Course enrolment

Upon enrolling in a course, students have up to six (6) months to complete both assessment components for the course. The assessment components are one open book exam and one written assignment. For students who enrol in a facilitated course, the six month period commences from day one of the facilitated course and for students who enrol in a self-paced course, the six month period commences from the date they receive access to the e-learning course materials.

### Extension policy

Students who anticipate difficulty in completing the assessment components within the six month timeframe, may apply for an extension. An extension request must be made before the six month course expiry date and must be in accordance with one of the following circumstances.

#### 1. Personal circumstances

- a) In circumstances where a student experiences ill health or injury, or where they are required to assist a close family member in similar circumstances, they may request an extension.
- b) Where a student is in a situation where their workplace responsibilities are preventing them from completing their course assessments within the six month timeframe.

If an extension is granted to a student, it will be for a maximum period of four (4) weeks from the course expiry date.

A second and final extension of an additional four (4) weeks may be granted at the discretion of the Education Manager. A second and final extension request must be accompanied with evidence to support the request. In the event that the extension request is due to ill health or injury a medical certificate will be required. If the extension request is due to workplace responsibilities, a letter from the student's employer confirming their need for an extension will be required.

### 2. 'Not yet competent' outcome

Where a student has not achieved the required pass mark of 80% for either piece of assessment and they are nearing or have reached their course expiry date, they will be permitted to re-sit their exam or resubmit their assignment no later than two weeks after being notified of their result, even if the two week period extends beyond their course expiry date.

### 3. Special consideration

If a student experiences circumstances that will prevail for an extended period of time and prevent them from completing their course assessments within the maximum timeframe of eight (8) months (six (6) month course enrolment plus two one (1) month extensions), they may apply for special consideration for an extended course expiry date.

Circumstances that are classified as special consideration include, but are not limited to, the following:

- Extended personal ill health or injury
- Responsibility for the care of an immediate relative who is ill or injured
- Bereavement
- Pregnancy / birth of a child

The application will be reviewed by the Education Manager who will determine a suitable course expiry date. If the student has not completed either or both assessment pieces by the revised course expiry date, their course will expire and they will not be permitted any further extension.

Once a student's course enrolment has expired, students who still wish to complete their course will need to re-enrol and pay the full course fee.

### Requesting an extension

Requests for extensions need to be made, prior to a student's course expiry date, in writing to [training@aist.asn.au](mailto:training@aist.asn.au)

Students are to include in the subject line of their extension request, the words 'Request for extension' and the name of the course.

A response to an extension request will be provided within five (5) business days by email.