


**Austech Institute for Further Education**

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**Group Change Request Procedure**

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 <p>Austech Institute for Further Education</p>	<b>Title</b>
	<b>Group Change Request Procedure</b>
	<b>Version: 1.1</b>

In regards to group change requests, students must complete the group change request form, which is available at reception.

**Note:**

AIFE only allows students' to change their group every 4 weeks from the beginning of the term and during school holidays.

**Fees:**

- If application has been approved: \$230
- If application has been approved during the school holidays: \$30
- If application has not been approved: \$0

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**Things to check before changing the group:**

**Identification Check**

- Check Student Name and Student Number
- Student's Date of Birth in Wise.NET
- Check the student group in attendance sheet

**Module Check**

- Check the modules which are being delivered to both the groups at that time, e.g. if Feb 2006 A is doing Module 5 and Feb 2006 B is doing Module 7, student cannot change the group during a term.

**Room Capacity**

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Group Change Request P&P  
Version: 1.1  
Implemented:  
To be reviewed:  
Responsibility: Administration

CRICOS CODE: 02442B

RTO PROVIDER CODE: 90839  
Page 2 of 10

- Room capacity - should not exceed the maximum number of students  
-please refer to timetable for student capacity in each room.

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### Outcome

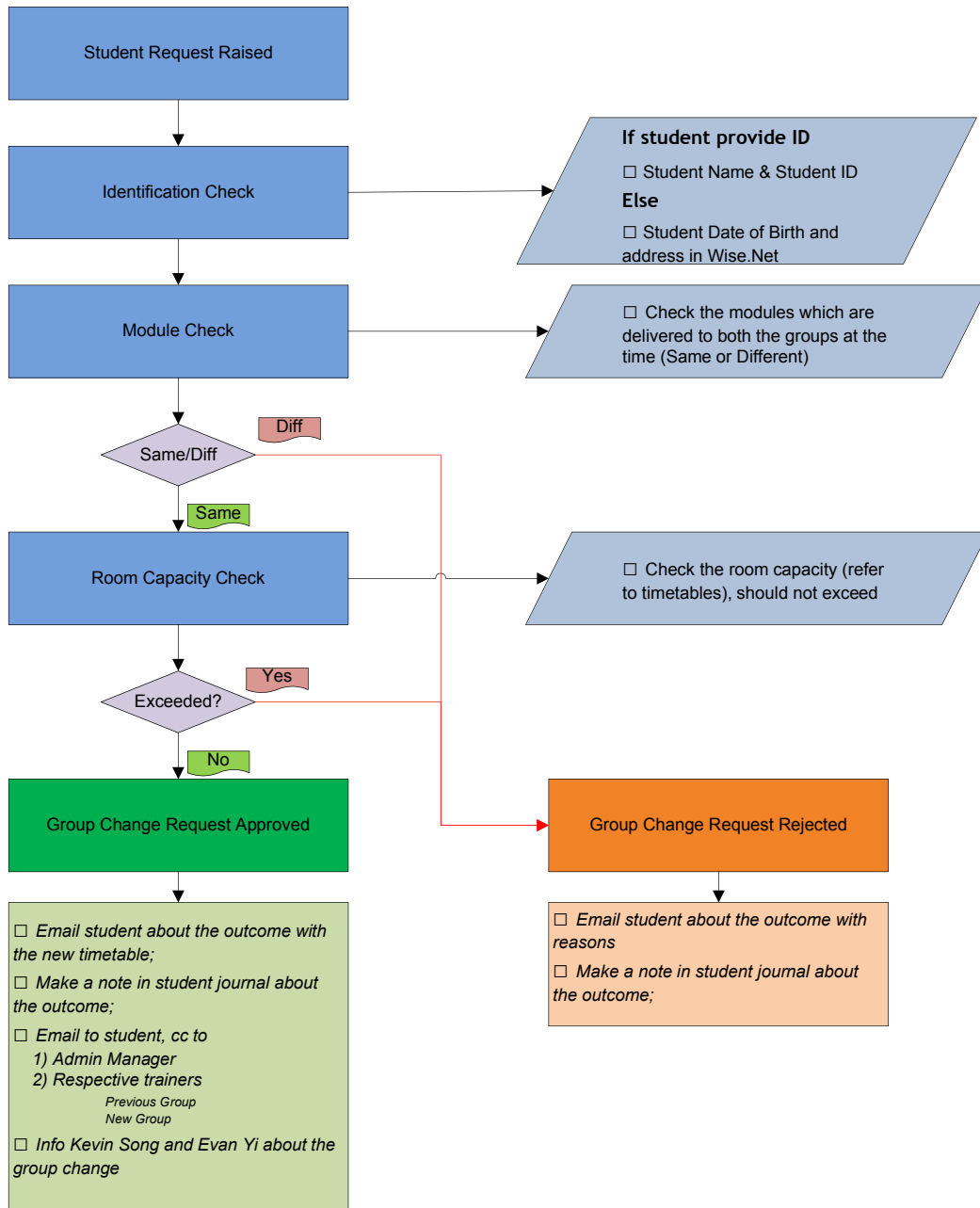
#### If Group Change Request is **not approved**

- Inform student about the outcome of his/her request by mail.
- Make a note in student journal about the outcome in Wise.Net.

#### If Group Change Request is **approved**

- Send an email to student notifying him about the outcome and new timetable.
- Make a note in student journal about the outcome in Wise.Net.
- Send an email to the student and cc to Operational Manager and the respective trainers. Please cc to both the trainers: previous group and new group.
- Update the attendance sheets.

## Student Group Change Flowchart



## Procedure in SharePoint

- Student support Team under view all site content in SharePoint

[View All Site Content](#)

**Lists**

**Pictures**

**Student Support Team**

**Records Center**

**Calendar**

- Admin Calendar
- Management Calendar
- Workshop Calendar
- AIFE Compliance Schedule

**Timetable**

- Term 2

**Documents**

- Admin Documents
- Academic Documents
- Management
- Instructions
- Survey
- Staff Weekly Reports
- Staff Meeting Report

**Pictures and Videos**

Austech Institute for Further Education > Staff

AIFE admin staff and trainers working space

**Announcements**

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**Welcome to Document Center.** 23/02/2008 9:45 AM  
 by Evan Yi-IT and Services Coordinator-AIFE


Welcome to your new Document Center. Use this site to centrally manage documents in your enterprise.

**Timetable for Ashfield Campus Posted** 12/03/2007 9:47 PM  
 by Evan Yi-IT and Services Coordinator-AIFE

The new timetable has been posted. Please notice most of classes will be in Ashfield Campus started from 19th March, 2007.

**Helpdesk Hot Lines**

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**Relevant Documents**

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Then go to Student request to change group



The screenshot shows a website interface with an orange sidebar on the left and a main content area on the right. The sidebar contains a 'View All Site Content' link, followed by sections for 'Documents', 'Lists', and 'Discussions'. The 'Lists' section is expanded, showing a list of items including 'Student Request for Actions', 'Complaints and Appeals', 'Enrolment Cancellation', 'Fee Extension', 'Request for Certificate', 'Leave of Absence', and 'Student Request to Change Group'. The 'Discussions' section shows 'Team Discussion'. The main content area has a breadcrumb trail 'Austech Institute for Further Education > Student Support Team', followed by 'AIFE student services center'. Below this are sections for 'Announcements' (stating 'There are currently no active announcements.') and 'Calendar' (stating 'There are currently no upcoming events.').

Click new item to add new student request;

Student must input all the required information such as







- Student ID
- Student Name
- DOB
- Course Name
- Current Intake
- Contact details
- Request date
- Reasons for change

<b>Student ID *</b>	<input type="text"/>	Please input Student ID
<b>Student Name *</b>	<input type="text"/>	Please input Student Name
<b>DOB</b>	<input type="text"/>	Please input Date of Birth
<b>Course Name</b>	(None)	Choose list of Course Names
<b>Current Intake Header</b>		
<b>Contact Details</b>	<input type="text"/>	Please input Contact Details
<b>Request Date</b>	<input type="text"/>	
<b>Module Name</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>THH33102 Certificate </p> <p>THH33102 Certificate </p> <p>THH33102 Certificate </p> <p>THH51202 Diploma - </p> <p>THH51202 Diploma - </p> <p>THH51202 Diploma - </p> </div> <div style="margin-top: 5px;"> <p><input type="button" value="Add &gt;"/></p> <p><input type="button" value="&lt; Remove"/></p> </div>	<div style="border: 1px solid #ccc; width: 100px; height: 100px; margin-top: 5px;"></div>

Please Input Module Name

To process the request, student support officer will be respond to enter the following information as follow;

- Module name
- Type of request whether change intake or change group
- Current intake
- Proposed intake
- Change intake start date
- Time for current group
- The number of student in current group
- Time for proposed group
- The number of student in proposed group
- Proposed group start date
- Current trainer
- Proposed trainer
- Location

<b>Type of Request</b>	<input checked="" type="radio"/> Change Intake <input type="radio"/> Change Class Group
<b>Current Intake</b>	<input type="text"/>
<b>Proposed Intake</b>	<input type="text"/>
<b>Change Intake Start Date</b>	<input type="text"/>
<b>Current Goup</b>	<input checked="" type="checkbox"/> M/T/W 07.00 - 02.20 <input type="checkbox"/> M/T/W 02.40 - 10.00 <input type="checkbox"/> Th/F/S 07.00 - 02.20 <input type="checkbox"/> Th/F/S 02.40 - 10.00
<b>Current Group Students No.</b>	<input type="text"/>
<b>Proposed Group</b>	<input checked="" type="checkbox"/> M/T/W 07.00 - 02.20 <input type="checkbox"/> M/T/W 02.40 - 10.00 <input type="checkbox"/> Th/F/S 07.00 - 02.20 <input type="checkbox"/> Th/F/S 02.40 - 10.00
<b>Proposed Group Students No.</b>	<input type="text"/>
<b>Proposed Group Start Date</b>	<input type="text"/>
<b>Current Trainer</b>	<input type="text"/>   Please input current Trainer
<b>Propose Trainer</b>	<input type="text"/>   Please input Propose trainer
<b>Location</b>	<input type="text" value="(None)"/>  Please input Location
<b>Reason For Change</b>	<div style="border: 1px solid #ccc; padding: 2px;">  </div>

The following information needed to be filled;

- Received by
- Processed by

<b>Received By</b>	<input type="text"/> (AIFE Receptionist)
<b>Processed By</b>	<input type="text"/> (Student Support Officer)
<b>Status</b>	Initiated <input type="button" value="v"/> Please change the status
<b>Approved by Student Support Officer</b>	<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved
<b>Approved By(ACEO)</b>	<input type="text"/> (Assitant Chief Executive Officer)
<b>Type of Approval</b>	<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved Approval by ACEO
<b>Comments</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="font-size: small; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-weight: bold;">A</span> <span style="font-weight: bold;">A1</span>   <span style="font-weight: bold;">B</span> <span style="font-weight: bold;">I</span> <span style="font-weight: bold;">U</span>   <span style="font-weight: bold;">L</span> <span style="font-weight: bold;">R</span> <span style="font-weight: bold;">T</span> <span style="font-weight: bold;">C</span> <span style="font-weight: bold;">D</span> <span style="font-weight: bold;">E</span> <span style="font-weight: bold;">F</span> <span style="font-weight: bold;">G</span> <span style="font-weight: bold;">H</span> <span style="font-weight: bold;">I</span> <span style="font-weight: bold;">J</span> <span style="font-weight: bold;">K</span> <span style="font-weight: bold;">L</span> <span style="font-weight: bold;">M</span> <span style="font-weight: bold;">N</span> <span style="font-weight: bold;">O</span> <span style="font-weight: bold;">P</span> <span style="font-weight: bold;">Q</span> <span style="font-weight: bold;">R</span> <span style="font-weight: bold;">S</span> <span style="font-weight: bold;">T</span> <span style="font-weight: bold;">U</span> <span style="font-weight: bold;">V</span> <span style="font-weight: bold;">W</span> <span style="font-weight: bold;">X</span> <span style="font-weight: bold;">Y</span> <span style="font-weight: bold;">Z</span> <span style="font-weight: bold;">[</span> <span style="font-weight: bold;">]</span> <span style="font-weight: bold;">{</span> <span style="font-weight: bold;">}</span> <span style="font-weight: bold;"> </span> <span style="font-weight: bold;">^</span> <span style="font-weight: bold;">_</span> <span style="font-weight: bold;">`</span> <span style="font-weight: bold;">~</span> <span style="font-weight: bold;">!</span> <span style="font-weight: bold;">@</span> <span style="font-weight: 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