



## **Australian College of Vocational Studies**

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### **Student Allocation**

This policy has been developed to ensure that students are correctly placed into courses at available times and at the commencement of a study block and unit.

Upon completing the enrolment form students will select their preference for course time and location.

The Director of Studies will review each of the new students' preference for course times and location.

The Director of Studies will review current class levels and timetables for each study block and allocate the student to the appropriate class and location.

At no time will a student be allocated to a class whilst a unit is being taught. All new students will be allocated commencement at the beginning of a study block where a new unit is to commence.

If a student is unable to be allocated to commence at the beginning of a particular study block in line with their stated commencement date on their eCoE, the student's eCoE will be revised by the Principal upon advice from the Director of Studies to match the actual state date and study block.