

## Time management policy for students

At **StaySafe Industry Training**, we are committed to helping every student succeed — but successful learning also depends on your ability to manage your time effectively. That's why we've developed this **Time Management Policy** to support your progress and help you stay on track throughout your course.

### Why Time Management Matters

Good time management helps you:

- Stay motivated and avoid falling behind
- Complete units by their due dates
- Make the most of your self-paced learning
- Achieve your training and licensing goals sooner

Our trainers and support team are here to assist you — but it's up to you to actively manage your time and learning.

### What You're Expected to Do

As a student enrolled in a StaySafe course, you are expected to:

**Log in regularly** — Aim to engage with your course at least once a week (or more, depending on course length)

**Create a weekly study plan** — Allocate set times to complete tasks

**Track your progress** — Use the dashboard in the LMS to monitor what's due and what's completed

**Submit assessments progressively** — Don't leave everything until the last minute

**Ask for help early** — If you're stuck or falling behind, contact your trainer as soon as possible

### Support Tools You Can Use

We provide helpful tools and reminders to keep you on track:

**Due date notifications**

**Course dashboard progress tracker**

**Trainer support via email, SMS, and booked calls**

**Online Extension application form** (if needed and appropriate)

### If You Fall Behind Without Notice

If you're not making regular progress, and your course or unit due date passes without action:

- You may be **locked out or withdrawn** from your course
- **No refund** will be given for incomplete units
- Reinstatement will require **re-enrolment and full payment** of fees
- A **note will be made on file** for non-progression

We don't want that to happen — so please keep in touch, stay organised, and let us know if you need support.

### Our Commitment to You

We've put this policy in place to:

- Encourage good time management

- Support dedicated learners
- Keep things fair for all students

If you're committed to your learning, we'll support you every step of the way!