UTA INSTITUTE OF TECHNOLOGY

Course Fast Progression Request

Student administration | Fillable form

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

- ○ Domestic
- ○ International

Course start date

Current course end date

2 Requested programme

Proposed completion date

Additional study hours / week proposed

Pathway requested

- ☐ Extra scheduled classes
- ☐ Additional guided practice / assignments
- ☐ Separate RPL assessment
- ☐ Credit transfer for completed equivalent units

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Reason for request and how you can manage the additional study load

3 Units and proposed learning arrangements

Unit code (blank for completion)	Unit title	Proposed training / assessment dates

Resources, trainer availability and student support needed

Approval requires sufficient instruction, practice, feedback and assessment to meet every training product requirement. Supplementary independent study does not replace required supervised or face-to-face training. RPL and credit transfer require their own evidence-based decisions. An earlier completion is not guaranteed.

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Framework: RTO 2025 Standard for Registered Training Organisation, including training, assessment, RPL and credit transfer requirements; National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 2 and 8 where applicable.

4 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand UTAIT may review this plan if the load is affecting my wellbeing or progress. Any revised duration, timetable, fees or CoE will be confirmed in writing.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

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5 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Trainer / assessor recommendation and delivery capacity

Revised completion date

Revised training plan issued date

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