Document title:		Pacing Controls Policy
Approving authority:		Board of Directors
Related policies:		Assessment System Policy Assessment Marking and Grading Policy Academic Integrity Policy Student Progress Requirements Policy Course Development and Review Policy Continuous Improvement Policy
Next review:		01/01/2029
Version	**Release date**	**Comment**
V1.0	06/03/2026	Initial release
V1.1	05/05/2026	General update for clarity

1. Introduction

This policy outlines ITAC's approach to pacing controls within its learning management system. Pacing controls are system rules that regulate how quickly assessments can be submitted.

The purpose of pacing controls is to:

a. encourage students to spend sufficient time engaging with learning materials and preparing assessment responses;
b. support the quality, validity and integrity of assessment;
c. assist ITAC to meet its obligations under the Standards for Registered Training Organisations and other applicable vocational education requirements;
d. maintain the integrity of nationally recognised qualifications issued by ITAC; and
e. support confidence in the Australian vocational education and training system.

Pacing controls allow ITAC courses to operate in a largely self-paced manner while ensuring assessment progression remains structured, reasonable and consistent with accredited training requirements.

2. Scope

This policy applies to all ITAC qualifications and modes other than Experienced Learner Mode and Recognition of Prior Learning.

3. Policy Principles

While ITAC programs are designed to support flexible learning for adult students, ITAC also recognises that some students are mature learners with prior study, work experience or existing qualifications. These students may progress faster through topics that are already familiar to them.

Pacing controls balance flexible study with structured assessment progression. They help ensure that students have sufficient time to engage with learning content, prepare assessment responses and apply feedback before submitting further assessments.

4. Pacing Control Rules

The following rules apply within the student portal.

4.1 Sequential submission rule

Unless otherwise approved, theory assessments cannot be submitted less than one week apart.

For example, if an assessment is marked complete on a Monday, the next assessment can be submitted from the following Monday.

4.2 Multi-part assessment rule

Where multiple assessment parts are displayed under a single topic, the pacing rule applies after the final part of that topic is submitted and marked as complete.

Example: Topic 1 may contain Assessment 1.1, 1.2 and 1.3. These are treated as parts of the same topic assessment. The pacing rule applies after Assessment 1.3 is marked as complete.

4.3 Separate topic assessments

Where assessments are displayed as separate topics, the pacing rule applies to each individual assessment.

4.4 Topic access

Students generally have access to two topics at a time, including their associated sub-topics and learning materials.

4.5 Viewing and preparation

Students may view and begin preparing assessments for the next topic while completing the current topic. Submission remains restricted until the applicable pacing requirement has been met.

4.6 Informing students

ITAC informs students about pacing controls through:

a. the Course Guide;
b. the Orientation Webinar;
c. the student portal message in Topic 1, final Session;
d. the enrolment Terms and Conditions accepted by the student on enrolment;
e. the student portal warning message displayed when a student attempts to submit an assessment before the pacing requirement has been met; and
f. this policy, which is published on ITAC's website.

4.7 Delivery modes

Pacing controls apply across all delivery modes offered by ITAC, unless a specific exemption or alternative arrangement has been approved. Exemptions are provided for:

- Recognition of Prior Learning
- Experienced Learner Mode

These modes have a default setting of 0 days.

5. Exemptions and Manual Adjustments

Unless otherwise approved, non-exempt delivery modes are set to a 7-day pacing control for theory assessment progression.

Approved personnel may assess a student's suitability for a reduced pacing period or exemption on a case-by-case basis. This may occur where the student has relevant prior experience, prior study, strong assessment performance or other circumstances showing they can progress faster without compromising learning quality or assessment integrity.

There are two available adjustment options:

a. the pacing period may be reduced from 7 days to another setting, such as 3 days; or
b. the student may be transferred to Experienced Learner Mode, where pacing controls do not apply unless ITAC determines otherwise.

Both options are applied through the student's individual portal record.

Approval is discretionary. ITAC may refuse a request where faster progression may compromise learning, assessment quality, course completion requirements, placement readiness or compliance obligations.

6. Monitoring of Assessment Submission Trends

ITAC monitors assessment submission patterns as part of its academic integrity and quality assurance processes.

Where assessments are submitted in rapid succession, trainers or administrative staff may review the student's engagement with learning activities and may contact the student to discuss their study approach. Additional restrictions may be put into place such as 10 days or more, as well as counselling and advice in academic expectation and suitable study routines.

This monitoring helps ensure that students are developing the required knowledge and skills before progressing through the course. It also supports assessment quality, qualification integrity and ITAC's compliance obligations as a Registered Training Organisation.