

What you need to know – key take outs

ITeC Academy will ensure it has structured approaches to manage and monitor student progress to ensure effective learner experience and course outcomes.

This policy also incorporates instances of course deferral, suspension and/or cancellation.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	ITeC Academy will ensure that student progress is monitored and procedures are documented to implement instances of course deferral, suspension and/or cancellation. The policy is to ensure flexibility is applied for students who experience significant hardship or who engage in serious misconduct.
Purpose	The purpose of this policy is to ensure that ITeC Academy is equipped to make necessary arrangements for students and host employers that lead to strong student outcomes and effective placement and workplace training experiences.
Risk statement	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.
Related procedure	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s; <ul style="list-style-type: none"> - Student Progress - Deferrals/Withdrawals/Cancellations - Complaints - Appeals
Related documents	<ul style="list-style-type: none"> • 1.03.843 Fees and Refunds Policy • 2.82 Student Behaviour and Disciplinary Policy • 1.03.853 Student Welfare and Support Policy • 1.03.854 Access and Equity Policy • 1.03.829 Complaints and Appeals Policy • 1.03.813 Record Retention and Reporting Policy • Procedure Manual • Student Handbook • Withdrawal Form

	<ul style="list-style-type: none"> • Deferral Application Form • Student Course Acceptance Agreement • Letter of Offer
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; <ul style="list-style-type: none"> ○ Standard 2 The operations of the RTO are quality assured ○ Standard 5 Each student is properly informed and protected.
Policy owner	General Manager
Publish date	July 2024
Content Manager reference number	EDOC2024/0043579

1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<p>SRTO2. The operations of the RTO are quality assured.</p> <p>SRTO 5. Each student is properly informed and protected.</p>

2 Monitoring progress

Student responsibilities

- Advise the Trainer/Assessor if they are experiencing difficulties in meeting the course requirements as per the training and assessment plan/program.

Trainer/Assessor responsibilities

- Progressively monitor and report on students' progression and meet the RTO obligations in accordance with the Standards for Registered Training Organisations and relevant government funding contracts.
- At the commencement of each unit of competency/cluster of units, the Trainer must ensure that the student is fully informed about all assessment procedures and events.
- Monitor their student's progress and engagement and maintain contact throughout the course duration
- Complete all necessary documentation/record keeping and upload to the RTO Student Management System.

Support may include:

- One on one mentor sessions to explain parts of the course/unit
- Extra time for workplace learning activities, negotiated assessment time frames.

If a student is experiencing considerable difficulties (of a non-LL&N nature) and it is determined that a specialist service would best meet his/her needs, the Trainer can provide support to make contact with such a service.

3 Deferment, Withdrawal and Cancellations

3.1 Deferral

Students may defer the commencement or continuation of a course for up to 12 months in the following limited circumstances:

- On the grounds of compassionate or compelling circumstances (at the discretion of ITeC Academy).
- Students may request a deferral of the commencement of their course prior to the course commencing.
- Students need to complete a Deferral Application form and submit it, together with supporting documentation to the RTO Manager.

Once the deferral is processed, the student will receive a revised Letter of Offer and will be issued with a new Student Course Acceptance Agreement written to reflect the new commencement.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or well-being. These may include, but are not limited to:

- Serious illness or injury, where a Medical Certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a Death Certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies; or
- A traumatic experience which may include but is not limited to:
 - Involvement in, or witnessing of, a serious accident; or
 - Witnessing or being the victim of a serious crime that has impacted on the student (these cases should be supported by police or psychologists’ reports); or
- Where the registered provider has been unable to offer a prerequisite unit.

3.2 Withdrawal

Students who wish to withdraw from their enrolled course must advise the RTO in writing by email and/or complete a Withdrawal form and submit it, together with supporting documentation to the RTO Administration Team.

The RTO Manager will decide the outcome of the student's request for withdrawal and apply the Fees and Refunds Policy as appropriate to the conditions of the request.

Withdrawal from a course that is assessed holistically

Holistic assessment is when multiple units of competency are combined and assessed together at the end of a cluster or course. If a student is to exit a program that is assessed holistically, prior to completing the holistic assessment, a non-accredited Statement of Attendance will be issued for the sessions attended.

3.3 Enrolment cancellation

ITeC Academy retains the right to cancel a student's enrolment if it is deemed necessary.

Following review of student progress and participation, the ITeC Academy General Manager (or delegate) has the authority to determine if a student is not meeting the Academy and course requirements (including work placement components).

If there is a significant breach of ITeC Academy/ IRT Policy and Procedures a student may be terminated from their current enrolment with no provision for refund.

The following procedure will apply:

- The first meeting will be convened with the student, Trainer/Assessor and RTO Manager to discuss the situation and finalise a plan of action to resolve the identified issues. This agreed plan will be shared among all parties in writing and be held in the ITeC Academy Student Management System on the student's record.
- Should progress as per agreed to plan not be evident, ITeC Academy RTO Manager (or delegate) will convene a second meeting with the student, Trainer/Assessor. A revised plan will be established if deemed appropriate and the student will be advised that this is a final warning.
- Should progress as per agreed to plan not be evident, the ITeC Academy RTO Manager will convene the third and final meetings with the student and Trainer/Assessor. The student will be formally advised that his/her enrolment will be cancelled.
- Should a refund apply the ITeC Academy Fees & Refunds Policy will apply.

4 Informing Students

ITeC Academy will ensure that all students are informed of their rights and responsibilities in relation to the deferment or withdrawal of their enrolment.

5 Document Handling and Record Keeping

All documentation relating to the assessment of student deferral, suspension and cancellation applications will be kept in the student’s file as detailed in the Record Retention and Reporting Policy and related procedures.

All discussions undertaken with the student during the processing of the application must be recorded in the Student Management System in a timely manner.

6 Continuous Improvement

As part of ITeC Academy’s Continuous Improvement Activities including review of student feedback, the experience and results of student support strategies will be reviewed by the RTO Leadership team to determine overall effectiveness of the strategy/s, the requirement for improvement and associated actions.

In practice example:

Joe X is a student who is experiencing difficulty submitting assessment tasks on time due to some unplanned personal issues. He advises his IRT Academy Trainer who helps Joe with a re-negotiated assessment schedule.

7 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Prepare draft policy improvements.

Role	Responsibility
Policy Monitor – RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation – All employees	Implement policy procedure requirements as per IRT Academy Procedure Manual, Administration Process Manual and RTO workflows.

8 Definitions

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
Deferral	Deferral generally refers to a student's decision to postpone their enrolment to a later time, typically for personal or academic reasons.
Withdrawal	Application to withdraw an enrolment with the RTO by a student.
Cancellation	Cancellation refers to a process whereby the RTO cancels a student's enrolment due to factors that relate to non-compliance with RTO policies and procedures.