

Administrative Withdrawal Policy

Policy number	RTOPO03	Version	1.1
Drafted by	Sally Wynd	Approved by Board on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Purpose

The student is expected to actively engage in their courses of study: attend all learning sessions and complete assignments and assessments. This policy is designed to encourage good learning engagement and attendance habits. Failure to attend classes, or failure to complete and submit assignments and assessments will place the student at risk of being administratively withdrawn from the course they are enrolled in.

Encouraging the students to be responsible for their study is the first priority of the RTO and this policy will be applied appropriately and only in cases where all avenues of encouraging commitment to studies have been exhausted.

Policy

A student may be administratively withdrawn for failing to attend classes, or submit completed assignments and/or assessments for a period of twelve months.

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer
DATE: 27 March 2018



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Responsibilities

It shall be the responsibility of the Service Manager to implement this policy.

Procedures

The Service Manager or the Coordinator have the authority to administratively withdraw a student from a course or units of competency and to revoke the student's enrolment at any time after the student has failed to actively participate in the course for a period of 12 months.

A failure to remain active or to comply with training requirements includes but is not limited to:

- Non-attendance at required classes for twelve months without written approval from the Service Manager or the Coordinator;

- Demonstrating unsatisfactory academic and course engagement in the previous 12 months or missing an excessive amount of classes or training that would not allow for assessment of competency;
- Having failed to complete sufficient assignments and assessments and to demonstrate that learning outcomes have been achieved in accordance with the course's units of competency;
- Not completing course work with achieved competency in any assessment for 12 months;
- Non-engagement of type for 12 months with no contact with the Service Manager or Coordinator.

A student who has been administratively withdrawn is not relieved of the responsibility for unpaid fees or expenses.

A student will be warned in writing before being administratively withdrawn. Students who are administratively withdrawn:

- Are responsible for all debts and other charges related to the course and units of competency;
- Are not eligible for a refund for the course or units of competency;
- Will have an "AW" recorded on their student file.

If trainers or other training staff feel there is reason to enquire into the administrative withdrawal, they may enquire to the Service Manager or the Coordinator. The RTO is aware of the fact that the students are vulnerable young people and there may be information that has not been shared with the Service Manager or the Coordinator due to confidentiality.

Related Documents

- Complaints Policy
- Refund Policy

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer
DATE: 27 March 2018



Revision History

Revision	Date	Description of Modifications
1	20/6/2022	Change Education Programs Manager to Coordinator
2		
3		
4		
5		

6		
7		
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10		

