

1. Context

FCIA Training Academy (FCIATA, RTO # 45668), as a Registered Training Organisation, must comply with the *NVR Standards for Registered Training Organisations 2015 v2.2 October 2019*. The following policy states the principles and rules that are to be followed by FCIATA if a student requests to defer their studies.

2. Scope

This policy applies to the students deferring their studies in:

- Vocational education and Training (VET) courses
- Non accredited short courses

3. Definitions

ANPs/AASN	Apprenticeship Network Providers / Australian Apprenticeship Support Network
NVR	National VET Regulator
FCIATA	FCIA Training Academy
VET	Vocational Education and Training

4. Statement of Policy

This policy is created to meet the requirements of State specific funding contracts and will be applied to students deferring their studies with FCIATA in all states and territories. A student may wish to put their studies on hold due to several reasons, i.e., medical, personal, etc.

5. Deferring students

- 5.1.1 Students and/or their employers may notify FCIATA via phone or in writing that they wish to put their studies on hold. This correspondence must be kept in the student file and recorded in Vettrak.
- 5.1.2 FCIATA to send the state specific suspension form to the student and their employer for signatures.
- 5.1.3 FCIATA to send the suspension form to the relevant ANP/AASN.
- 5.1.4 FCIATA must update Vettrak to ensure accurate AVETMISS data is being reported for the student.
- 5.1.5 FCIATA must set up a reminder in the system to contact the student and the employer before their suspension date is up to see if the student is ready to continue with their studies.
- 5.1.6 If the student is ready to continue with their studies, FCIATA must notify the relevant ANP/AASN and update the AVETMISS data in Vettrak accordingly.
- 5.1.7 If the student and/or their employer wish to extend the suspension period, FCIATA must notify the relevant ANP/AASN and update the AVETMISS data in Vettrak accordingly.

- 5.1.8 If the student and/or employer does not wish to continue with their studies,
- i. They will be requested to complete the State specific *WITHDRAWAL FORM*. Completed form will be kept on student file.
 - ii. FCIATA will update Vettrak and notify the relevant ANP/AASN and State Funding Bodies if applicable. FCIATA will process any refunds the student or the employer is entitled to as per *FEEREFUNDPOL_FeesChargesRefundPolicy*.
 - iii. FCIATA will issue a Statement of Attainment to the student if applicable as per *CERTISSPOL_CertificateIssuancePolicy* and *CERTISSPRO_CertificateIssuanceProcedure*.
 - iv. FCIATA will keep appropriate records as per FCIATA's Record Management Policy.

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