



Administrative Withdrawal Policy - VET

Policy Code: ACA-043

Version: 9.0

Effective Date: 12 August 2020

Purpose

The College expects students enrolled in vocational education and training (VET) sector programs to actively engage in all ways in their courses of study, defined as attending all training/learning events including classes, clinic sessions, online sessions, assignments, assessments, quizzes etc., for each enrolled course/unit of study.

The *Administrative Withdrawal Policy - VET* has been designed to assist students in establishing good training and learning engagement and attendance habits and to maintain professional and industry currency in their studies. Failure to routinely attend classes, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn from any or all courses of study.

The policy will be applied appropriately, encouraging students to be accountable for suitable attitudes and actions demonstrating a seriousness and commitment to academic engagements, leaning and training delivery.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All campuses (including online)
- All VET students

Policy Statement

A student may be administratively withdrawn from the College for failure to make satisfactory academic / assessment progress, non-attendance of any training activities for twelve months.

The General Manager, VET has the authority to administratively withdraw a student from a single course, multiple courses or units of competency, and to revoke that student’s enrolment at any time after twelve months of failure to remain an actively enrolled student. In addition to this, the General Manager, VET may take guidance from the Director of Education regarding administrative withdrawal after each teaching period to comply with training requirements including, but not limited to:

- Non-attendance of required classes or online forums for twelve months without prior written approval from the General Manager, VET; Director, Student Services & Retention or Director of Education.
- Demonstrating unsatisfactory academic, training and course engagement in the preceding twelve months and/or having missed an excessive amount of scheduled classes, training delivery, online forums etc. that would not allow for assessment of competency.
- Having failed to complete sufficient opportunities such as examinations, assignments, assessment tools, clinic sessions etc. to demonstrate effectively that meaningful training and achievement of competencies and learning outcomes has been achieved and been sustained over time, in accordance with the course’s unit of competency.
- Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for twelve months.



- Failure to maintain log-in and training engagement activity as required for online courses for twelve months.
- Non-engagement in any form for twelve months including no contact with Student Services or Trainers & Assessors.

Administrative Withdrawal does not relieve the student of the responsibility for all fees (including tuition, resources fees and other incidental charges) for the full teaching period of enrolment.

Students who do not fulfill their obligations through maintaining appropriate training engagement and financial obligations, risk being administratively withdrawn from any or all courses of study in which this failure to engage occurs.

Withdrawals will not occur without a warning and due notice to students. Students who are administratively withdrawn from any courses:

- Are responsible for all debts and other charges related with the course or units of study;
- Are not eligible for a tuition refund for the course or units of study;
- Receive a "AW" notation in the student management system.

If senior trainers, departmental heads or other training staff have reason to inquire about specific cases of administrative withdrawal, they may inquire to the General Manager, VET. In certain cases, the student's right to confidentiality may not permit full disclosure of the circumstances.

Definitions

Student/Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Related Procedures

Administrative Withdrawal Procedure - VET



Further Information

Related Policies

Administrative Withdrawal Policy - VET

Refund Policy - VET

Grievance Policy - VET

Related Documents

Relevant Training Packages

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

Not Applicable

Review and Approval

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Recommending Body

VET Advisory Board

Meeting date: 16 September 2011

Approval Body

College Council

Meeting date: 09 December 2011



Policy Status

Revised

Responsibilities for Implementation

- Director of Education
- Director, Student Services & Retention
- General Manager, VET

Key Stakeholders

- Director of Education
- Director, Student Services & Retention
- General Manager, VET
- Student Services Staff
- VET Students
- VET Trainers & Assessors