

# STUDENT VARIATION TO ENROLMENT POLICY AND PROCEDURE



**Date of Implementation:** 16 April 2025

**Authorisation:** Chief Executive Officer

## POLICY

### Withdrawal/ Discontinuing

If a current student is thinking of withdrawing/discontinuing from study, the student should contact the Lead Institute Student Support Team for specific support and advice on their individual situation. If a student wishes to withdraw from a unit/subject or a course, they can do so at any time. Notification of withdrawal can occur in any written form, including but not limited to email, letter or form. Key contact details for withdrawal include:

#### Academic and Student Wellbeing Officer

**Brigid Sweeney**

[enrolments@leadinstitute.edu.au](mailto:enrolments@leadinstitute.edu.au)

**1300 170 895**

Lead Institute ensures there are no financial, administrative or other barriers that would result in a student not being able to withdraw from a course or unit on or before the withdrawal without penalty / census date.

If, on or before a withdrawal without penalty / census date, a student gives notice to Lead Institute that he or she wishes to withdraw from a course or unit or cancel his or her enrolment in the course or unit, Lead Institute ensures the student is not enrolled in that course or unit from the time of notification.

### Enrolment in Subsequent Units

Where a student is enrolled in a course or unit with Lead Institute and the student withdraws from the unit, Lead Institute will:

- Write to the student via personal email address (and personal mail address if needed) seeking confirmation whether the student wishes to continue any enrolment in any other unit forming part of the course; and
- Ensure the student's written permission is provided before commencing enrolment in a further unit.

Lead Institute publishes on its website and makes readily available this Student Variations to Enrolment Policy and Procedures. Lead Institute does not charge a student any fine, penalty or fee to allow the student to withdraw from a course or unit.

## **Student Transfer Out Process**

If a student elects to transfer to Lead Institute from another registered training organisation, Lead Institute provides advice to the student as soon as practically possible.

Where the enrolled student elects to transfer out, Lead Institute:

- Provides options for continuing training, which may include:
  - Refers the student to relevant government authorities to identify an alternative RTO who can provide Subsidised Training;
  - The enrolled student opting to remain and continue training on an alternate basis or arrangement; or
  - Suggesting an alternative Provider.
- Issues Statements of Attainment/Qualification credentials reflective of their actual training and assessment progress to date;
- Issues an updated Training Plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced;
- Ensures any refunds owed are paid;
- Return results of any outstanding completed training activities and/or assessments to the student;
- Submits any government reporting required; and
- If the student is an Apprentice or Trainee, follows the process required for the change of RTO named on the Training Contract.

Lead Institute keeps records of all requests for/notices of discontinuation or keeps a file note or log of such requests/notices together with evidence of all discontinuations made including evidence that it fulfilled its obligations above.

## **Student Deferring Training**

If a student indicates that they wish to defer their studies, Lead Institute makes every effort to assist students to continue training where possible.

If a student proceeds with the deferral of their studies, Lead Institute only permit a deferral of no more than six (6) month from the date of receipt of notice from the student.

Lead Institute advises students of the fee implications of deferring their studies in accordance with Lead Institute Incidental Fee Schedule – Deferment Fee.

Students who do not recommence studies within a six (6) month period of deferral are considered to have discontinued their studies with all records and reports processed as per the discontinuance process below. Lead Institute retains records of all requests for/notices of deferral or keeps a file note or log of such requests/notices together with evidence of all deferrals made.

## **Discontinuing Student**

If a student indicates they wish to discontinue their studies without completing their course, Lead Institute ascertains if the reason for discontinuing relates to the performance of Lead Institute.

If that is the case, Lead Institute ensures that reasonable efforts are made to address concerns of the student related to the delivery and assessment of training.

If a student proceeds to discontinue their studies, Lead Institute:

- Attempts to obtain formal notification from the student of the date their studies will end;
  - Provides any refund of any applicable fee;
  - Gives the exiting student a Course Fees Agreement that includes all fees applied and any fees refunded, if applicable;
  - Issues the student with a Statement of Attainment and associated transcript for completed units of competency;
  - Updates the Training Plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced;
  - Provides the updated Training Plan to the student;
  - Attempts to obtain formal notification from the student of the date their studies will end;
  - Provides any refund of any applicable fee;
  - Gives the exiting student a Course Fees Agreement that includes all fees applied and any fees refunded, if applicable;
  - Issues the student with a Statement of Attainment and associated transcript for completed units of competency;
  - Updates the Training Plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced;
  - Provides the updated Training Plan to the student;
  - Returns results of any outstanding completed training activities and/or assessments to the student;
  - For Apprentices or Trainees, notifies the relevant AAC and government authorities within 14 days of notification of the discontinuation of training; and
  - Finalises any other government reporting requirements.
- Returns results of any outstanding completed training activities and/or assessments to the student;
- For Apprentices or Trainees, notifies the relevant AAC and government authorities within 14 days of notification of the discontinuation of training; and
  - Finalises any other government reporting requirements.

Lead Institute retains records of all requests for/notices of discontinuation (Student Deferring, Discontinuing or Extension Form) or keep a file note or log of such requests/notices together with evidence of all discontinuations made

## Student Course Extension Request

If a student indicates they wish to apply for a course extension, the student must apply at least one month prior to the end date of the course. Lead Institute retains records of all requests for extensions (Student Variation to Enrolment Form) or keeps a file note or log of such requests/notices together with evidence of all extension requests made.

If a student proceeds with the extension of their studies, Lead Institute only permits an extension of no more than two (2) months from the date of receipt of notice from the student.

Lead Institute advises students of the fee implications of extending their course enrolment in accordance with Lead Institute Incidental Fee Schedule – Extension Fee.

### PUBLICATION

This policy is available through publication on the website, [www.leadinstitute.edu.au](http://www.leadinstitute.edu.au) and in summary within the Student Handbook.

### RELATED DOCUMENTS

SUPPORTING DOCUMENT FORM Recognition of Prior Learning and/or Recognition of Current Competency  
SUPPORTING DOCUMENT FORM Student Variation to Enrolment  
SUPPORTING DOCUMENT Student Handbook  
SUPPORTING DOCUMENT Vet Delegation Register

### ASSOCIATED POLICIES AND PROCEDURES

POLICY AND PROCEDURE Fees Charges and Refund  
POLICY AND PROCEDURE Access and Equity

### RESPONSIBLE OFFICER

The **responsible officer** for the implementation and training for this Policy and Procedure is the Chief Executive Officer and Operations and Quality Assurance Manager.

### AMENDMENTS

VERSION HISTORY		
VERSION	DATE	DESCRIPTOR
V1.0	16 April 2025	New developed policy

#### Authorised by

**Title:** Operations and Quality Assurance Manager

**Date:** Authorised: 12 March 2025



# CREDIT TRANSFER, RECOGNITION OF PRIOR LEARNING (RPL) AND RECOGNITION CURRENT COMPETENCY (RCC) POLICY AND PROCEDURE



**Date of Implementation:** 16 April 2025

**Authorisation:** Chief Executive Officer

## POLICY

As a component of the Pre-Training Review process, Lead Institute ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

### Credit Transfer

*Credit Transfer* is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a student provides suitable evidence, they have successfully completed a unit or module at any RTO, once verified with the other RTO, Lead Institute provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Lead Institute is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) process. RPL and RCC are forms of assessment of the competence of a person, while providing credit transfer is recognising the equivalence of studies previously undertaken and completed successfully.

### Verification of Documentation

Lead Institute recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking credit transfer for previous study, and personnel documentation.

Before providing credit on the basis of a qualification, statement of attainment or record of results, Lead Institute authenticates the information in the document. When verifying testamurs of nationally recognised qualifications or statements of attainment from other RTOs, Lead Institute personnel are required to:

- 1 - Sight the *original* certificate/statement of attainment from which credit transfer is being sought;
- 2 - Confirm in writing the authenticity of the document with the relevant issuing registered training organisation;
- 3 - Ensure the unit codes on the previous certificate/statement of attainment are highlighted as the unit codes being sought for credit transfer;

4 - Take a copy of the certificate/statement of attainment and certify this document by signing and dating that the certificate/statement of attainment has been verified, with the statement “I confirm that this document is a true and accurate copy of the original sign and write name of responsible Lead Institute representative”; and/or aXcelerate Note to the same.

5 - Where units are deemed equivalent, attach the relevant mapping page from the official training package / curriculum list where equivalency has been noted.

### **Student Request for Credit Transfer**

If a student wishes to apply for Credit Transfer, it is mandatory that they complete the Credit Transfer Application Form and include appropriate evidence to support the Credit Transfer application.

All Credit Transfer applications must be supported by the appropriate evidence. This may be in the form of Nationally Recognised Qualification, Statement of Attainment and/or the student’s USI transcript indicating exactly the same code and title as those included in the student application, or other documents of equivalence.

Where appropriate evidence is provided with the Credit Transfer application Lead Institute must grant the Credit Transfer. Where Credit Transfer is granted, the student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.

Where Credit Transfer is not granted, the student will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the student’s file.

### **Recognition of Prior Learning (RPL) and/or Recognition of Current Competency (RCC)**

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) means an assessment process that assesses the competency/s of an individual that may have been acquired through prior and/or current formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- *Formal learning* refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- *Non-formal learning* refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- *Informal learning* refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

RPL and RCC assesses this prior or current learning against the requirements of a qualification, in respect of both entry requirements and outcomes to be achieved. RPL and RCC encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

RPL and RCC keeps the system of qualifications open to recognition of the value of learning achieved outside the formal system, as part of everyday living in a continuum of learning throughout one's life.

In order to recognise prior or current learning it is necessary to:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit; and
- Determine appropriate evidence to support the claim of prior or current learning.

The processes used to assess RPL and/or RCC applications may take several (not mutually exclusive) forms, for example:

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course;
- Assessment based on a portfolio of evidence;
- Direct observation of demonstration of skill or competence;
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
- Testimonials of learning, skill, or competence; and
- Combinations of any of the above.

Lead Institute ensures that trainers and assessors remain current in their professional development and in their knowledge and understanding of issues related to recognition.

## **RPL and/or RCC Process**

As a component of the Pre-Training Review process, Lead Institute implements a robust RPL/RCC process to ensure that:

- The uptake of RPL/RCC is encouraged and RPL/RCC processes are reviewed to streamline the RPL/RCC application process;
- Where possible, the student is able to complete the qualification in less time;
- RPL/RCC information is provided to students prior to enrolment and prior to commencement of formal training delivery in a course program;
- RPL/RCC processes offered provide adequate information, support and opportunities for students to engage in the RPL/RCC process;
- RPL/RCC decisions are made prior to the commencement of the course, subject or unit for which the RPL/RCC is being claimed; and
- RPL/RCC assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

## **RPL and/or RCC Requirements**

To achieve RPL/RCC, students must:

- Apply for RPL/RCC;
- Provide appropriate RPL/RCC evidence (including documents, demonstrations and interviews as may be relevant); and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where students have gaps, or require additional mentoring and support, RPL/RCC is not applicable. In these cases *learning* is occurring, and a '*Competent*' result is achieved on completion of assessment.

## **RPL and/or RCC Applications**

It is mandatory that students wishing to achieve RPL/RCC with Lead Institute complete a RPL/RCC Application Form and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL/RCC is recorded effectively;
- The start date for each Unit of Competency is correctly identified; and
- The appropriate declarations of authenticity of prior work are recorded.



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**Title:** Operations and Quality Assurance Manager

**Date:** Authorised: 12 March 2025

