

## Purpose

To ensure that Central Australian College enables students to withdraw, defer, temporarily suspend or cancel their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

## Scope

This policy applies to all the local students enrolled at CAC in Government Subsidised Training under the Skills First Contract. This policy is directly managed and implemented by the Student Administration. The RTO Operations Manager is responsible to overlook and ensure the smooth functioning of the procedures outlined under the policy.

## Relevant standards, acts and legislations

This statement enables Central Australian College to comply with the regulatory requirement outlined in the Standard Skills First Funding Contract.

## Policy

1. Central Australian College must report a Skills First Student's withdrawal from a course or subject in accordance with the requirements of the Victorian VET Student Statistical Collection Guidelines as outlined in the Standard Skills First Contract:
  - a) two months after the date of withdrawal; or
  - b) the final data submission date for the data collection year.
2. Central Australian College as an approved Foundation Skills Approved Provider, must collect and submit for each Skills First Student who commences, completes, or withdraws from a Domain A or Domain B Foundation Skills Program, in each calendar year into which the Term extends, data that measures their skill level translated into the Australian Core Skills Framework or equivalent (as determined by the Department) as at the:
  - a) commencement of training; and
  - b) completion of or withdrawal from training.
3. CAC must retain (and not dispose of) any Records until three years after the Skills First Student to whom the Records relate has completed or withdrawn from the relevant program, they are enrolled in.

To achieve the above-mentioned policy statements, the CEO /the RTO Operations Manager shall arrange for:

1. Student withdrawal Government subsidised training – Skills First Contract
2. Student Cancellation Process
3. Student Re-enrolling after course withdrawal

Domestic Student Withdrawal and Cancellation Policy and Procedure	Version: 1.1	Page 2 of 8
Responsibility: CEO	Created: March 2022	Last Reviewed: June 2023

### 1. Student withdrawal Government subsidised training – Skills First Contract

- a. Domestic Student Withdrawal Form must be completed by the student or by the Skills First Trainer and Assessor on behalf of the student, if requested by the student.
- b. Reasons of withdrawal must be outlined in the withdrawal form.
- c. Upon confirming course withdrawal from the participants, Student Administration Team withdraws the student from the course.

### 2. Student Cancellation Process:

In the instance where CAC intends to cancel students’ enrolment, students will be advised in writing and given 28 days to lodge an appeal under complaints and appeals procedure.

CAC can cancel a student’s enrolment on the grounds of misbehaviour. This misbehaviour may include but is not limited to acts of discrimination, sexual harassment, vilification, or bullying, as well as acts of cheating or plagiarism. Such acts of misbehaviour will be classified into one of two categories:

#### a. Academic Misconduct

The following gives an indication to the types of behaviour that constitute ‘Academic Misconduct’ within CAC:

- Assessment breaches such as:
  - Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
  - Students must not use another person’s concepts, results or conclusions and pass them off as their own
  - In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student’s assessment.
  - Students must not ask another person to produce an assessable item for them.
- A student is not considering any attempts to support their progress
- Contact with the student has been lost
- Students, who have commenced the course but have not participated for 4 weeks of classroom and have been uncontactable, will be withdrawn from the course.

#### b. General Misconduct

Students may also have their enrolment suspended due to misbehaviour which can also be grounds for cancellation of studies.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes

Domestic Student Withdrawal and Cancellation Policy and Procedure	Version: 1.1	Page 2 of 8
Responsibility: CEO	Created: March 2022	Last Reviewed: June 2023

with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals an RTO's property or the property of others; alters/defaces CAC documents or records; prejudices the good name of CAC, or otherwise acts in an improper manner.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- i. contravenes any rules or acts;
- ii. prejudices the good name or reputation of CAC;
- iii. prejudices the good order and governance of CAC or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of CAC;
- iv. fails to comply with conditions agreed in the contract;
- v. wilfully disobeys or disregards any lawful order or direction from CAC personnel;
- vi. refuses to identify him or herself when lawfully asked to do so by an officer of CAC;
- vii. fails to comply with any penalty imposed for breach of discipline;
- viii. misbehaves in a class, meeting or other activity under the control or supervision of CAC, or on CAC premises or other premises to which the student has access as a student of CAC;
- ix. obstructs any member of staff in the performance of their duties;
- x. acts dishonestly in relation to admission to CAC;
- xi. knowingly makes any false or misleading representation about things that concern the student as a student of CAC or breaches any of CAC rules;
- xii. alters any documents or records;
- xiii. harasses or intimidates another student, a member of staff, a visitor to CAC, or any other person while the student is engaged in study or other activity as a CAC student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- xiv. breaches any confidence of CAC;
- xv. misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from CAC premises while acting as an CAC student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- xvi. steals, destroys or damages a facility or property of CAC or for which CAC is responsible; or is guilty of any improper conduct.

#### c. Procedure for addressing Student misconduct

- i. Where a student has been identified of Academic or General Misconduct the RTO Operations Manager shall be informed and will decide on the penalty and the severity of the penalty. The RTO Operations Manager may consider the type of misconduct that has occurred and the level of misconduct that occurred when deciding penalties.
- ii. Where a student has been identified with Academic or General Misconduct CAC shall ensure

Domestic Student Withdrawal and Cancellation Policy and Procedure	Version: 1.1	Page 2 of 8
Responsibility: CEO	Created: March 2022	Last Reviewed: June 2023

the following:

- Students must be treated fairly, with dignity and with due regard to their privacy
  - Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry by the Training Manager/Coordinator to have so behaved.
  - Past misconduct is not evidence that a student has behaved in the same manner again.
  - Each case is dealt on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.
- iii. Students are able to access the ‘Complaints & Appeals Policy and Procedure’ to reference if they feel that the decision is unfair, or they have other grounds to appeal the decision.
- iv. The penalties the RTO Operations Manager can impose are:
- Academic Misconduct could include a warning, deemed unsatisfactory in an assessment, deemed NYC in the unit, or suspension of enrolment
  - A charge for any costs that the general misconduct may have caused
  - Temporary exclusion from CAC in the form of suspending enrolment for a period.
- v. Where a student’s enrolment is suspended a letter will be sent to the student indicating them of the suspension and the length of suspension. Students must be informed how to access to ‘Complaints & Appeals Policy and Procedure’ and that they have 28 days to submit any appeal against the decision. Where the misconduct is severe, the RTO Operations Manager may decide to cancel the enrolment (see below).

d. Provider Cancellation Student Misconduct

In some cases, where the student’s misconduct is severe, CAC has the right to cancel the enrolment.

a. Where the Training Manager has decided the misconduct is severe enough for cancellation the following must occur:

- i. The student must be informed in person (where possible), and in writing of the decision of CAC to cancel the student’s enrolment
- ii. They must be informed of the fact they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 28 days of the notification.

b. Where the Training Manager/Coordinator has decided the misconduct is severe enough for cancellation the following must occur:

- i. A ‘Recommendation to Cancel Enrolment’ form must be completed by the Student Administration and approved by either the CEO or RTO Operations Manager.
- ii. The cancellation of student’s enrolment will take final effect only after any appeals process initiated by the student have been completed.

**3. Student Re-enrolling after course withdrawal**

Students who have previously withdrawn from an approved course or part of an approved course,

Domestic Student Withdrawal and Cancellation Policy and Procedure	Version: 1.1	Page 2 of 8
Responsibility: CEO	Created: March 2022	Last Reviewed: June 2023

will be required to authorise their re-enrolment in writing. They will be required to complete a new enrolment application and be subject to the relevant entry requirements.

### Policy Reference

#### Relevant Policies and Procedures

- Complaints and Appeals Policy and Procedure
- Governance Policy and Procedure

#### Relevant Documents and Forms

- Domestic Students Withdrawal Form
- Complaints and Appeals Form

Domestic Student Withdrawal and Cancellation Policy and Procedure	Version: 1.1	Page 2 of 8
Responsibility: CEO	Created: March 2022	Last Reviewed: June 2023