



Version No.	1.3
Reviewed on	December 2023
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Approved by	CEO
Policy Owner	The Spectrum Organization Association Inc

Policy Statement

Spectrum Training is responsible for developing, implementing, monitoring, and evaluating quality training and assessment strategies and practices that meet training package and VET accredited course requirements.

Systematic monitoring of learner progress and providing required assistance and support are part of the student support services. These may include assessing the changing circumstances of individual learner and providing them with the opportunity to manage the course workload, by deferring/ suspending or applying for cancellation of their enrolment.

Statement of Purpose

This policy identifies the ways Spectrum Training monitors and supports students who may be at risk of unsatisfactory course progress due to various reasons and provide options to better manage their course workload.

Scope

This policy applies to all staff, contractors, and students of Spectrum Training, who are involved in training and assessment of the training products that are on scope of registration.

Procedures and Principles

Spectrum Training will maintain a record of any decisions to defer or suspend a student's enrolment. This is a part of an internal process that helps the training department assess the learner's ability to complete the course successfully within the required timeframe.

Once the student has commenced their course, they can only apply to Spectrum Training for deferment or suspension of their studies for compassionate or compelling situations. These may include circumstances beyond the control of the student which have an impact on their ability to progress through their course within a satisfactory timeframe or may have an adverse impact on their wellbeing.

Examples of these include but are not limited to:

- Illness, where a medical certificate states that the student is unable to continue the course.
- Bereavement of a close family member(s).
- A traumatic experience which has an impact on the student's wellbeing.

Learners applying for deferment or withdrawal from a course should request in writing using 'course variation form'.

Once the request is received by Spectrum Training, the student will be notified of the decision in writing within five (5) working days, from the date of receipt.

Spectrum Training may not approve the deferment application if the reason or evidence provided is not genuine.

Learners can defer up to maximum of three (3) consecutive months at a time, or up to combined time of three (3) months during their enrolment.

Learners who require more than three (3) months of suspension/deferment, Spectrum Training advises the students to withdraw their current enrolment and to re-enrol at a future date, when the student feels they are fit for studying. This ensure that the learners have enough time to finish the units of competencies of the enrolled qualification satisfactorily, without compromising the integrity of the assessment.

Policy Approval Authority

CEO (The Spectrum Organization Association Inc)

Review and Evaluation

This policy will be reviewed by training manager on an 'as required' basis or when there has been an update in the regulatory requirement.

Statutory and Regulatory Compliance

- National Standards for RTOs 2015 and subsequent amendments
- Equal Opportunity legislation