

1. Purpose

- 1.1** This policy governs the procedures applied to Tuition assurance and the management of training package transitions.

2. Application

- 2.1** this policy applies to ICAN Learn staff and students enrolled in ICAN Learn accredited courses.

3. Review

- 3.1** This policy is reviewed annually from the time of commencement

4. Policy

- 4.1** ICAN Learn manages the transition of superseded training package qualifications, accredited courses and units of competency on the ICAN Learn scope of registration as required by the Standards for RTOs.

- 4.2** Courses that offer VET student loans are governed by the Tuition Assurance procedures related to this policy

5. Training Package Transition

- 5.1** ICAN Learn maintains an active 'notification account' on the Training.gov.au [TGA] website for each qualification and or unit of competency on the ICAN Learn scope of registration.

- 5.2** ICAN Learn responds to each superseded qualification or unit of competency on its scope of registration using a course relevant, summary mapping review.

- 5.3** All findings from the summary mapping review will inform updates to all relevant ICAN Learn course material, documentation and training and assessment strategies.

- 5.4** Teaching staff will be guided to implement required actions to deliver reviewed course materials relevant to updated training package qualifications, units of competency and accredited courses.

- 5.5** Specific assessment validation measures are applied to all updated course materials.

- 5.7** Application for non-equivalent unit/s or replacement qualifications are submitted as soon as practicable but no later than 12 months from the date of publication of the updated unit/s or replacement qualification on the national register.

6 Teach out Procedures

- 6.1** In the case of training package transition , ICAN Learn will apply to the Regulator to establish approval for its intended Teach out period.

- 6.2** Applications for Teach Out Approval for ASQA registered RTOs should be made to TransitionRequest@asqa.gov.au

8. VET student loan procedures relating to change of course offerings

- 8.1** ICAN Learn complies with the following when a course is no longer offered, and the student has a VET Student Loan related to the course.

8.2 Action in case of course cessation

ICAN Learn performs the following actions should it default in relation to a student:

- (a) within 24 hours of the default occurring:
 - (i) notify students enrolled in the course, in writing, that the course is no longer being provided, and;
 - (ii) give written notice to the VSL Tuition Protection Director of the circumstances of the default;
- (b) as soon as practicable, update the provider's website to reflect that the course is no longer being provided and to give tuition protection information;
- (c) within 3 business days of the default occurring, give the VSL Tuition Protection Director the information required under subsection 66C(3) of the Act

Note: Section 66B of the *VET Student Loans Act 2016* describes when an approved course provider defaults in relation to a student.