

Educate. Learn. Empower. Lead.

1. Purpose

This Policy governs the procedures applied to tuition assurance and the management of training package transitions.

2. Application

This Policy applies to ICAN Learn staff and students enrolled in ICAN Learn accredited courses.

3. Review

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4.1 ICAN Learn manages the transition of superseded training package qualifications, accredited courses and units of competency on the ICAN Learn scope of registration as required by the Standards for RTOs 2015.

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5.2 ICAN Learn responds to each superseded qualification or unit of competency on its scope of registration using a course relevant, summary mapping review.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

5.6 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.

7. VET Student Loan procedures relating to change of course offerings

7.1 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.

7.2 Action in case of course cessation

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

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- (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 ICAN Learn 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.