



International Institute of Business and Information Technology (IIBIT)

Leave from Enrolment Policy

Purpose

IIBIT is committed to providing quality training and assessment in accordance with our WorkReady Accredited Training Service Agreement (ATSA). As such, IIBIT is required to have a Leave from Enrolment policy.

Policy Statement

IIBIT uses the Standards for RTOs 2015 to guide the provision of nationally consistent, high-quality training practices.

As per clause 5.3.1 of the “Directions under WorkReady Accredited Training Service Agreement (ATSA)”, IIBIT will ensure each student has access from leave of enrolment for a period of up to 6 months if requested.

Responsibility

The CEO is responsible for the control and issuance of this policy.

Definitions

ATSA	Means Accredited Training Service Agreement
Student	A person who has completed and lodged an enrolment form with IIBIT in order to undertake training
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments’ (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards.

Policy Principles

IIBIT is committed to ensure that each student can complete the training that they are enrolled. IIBIT will provide a range of services to assist the student complete their training, however, if there are reasons that the student needs to leave their enrolment, IIBIT will support this.

IIBIT will allow a student, on application, to take leave from enrolment in a course for a period of up to 6 months. IIBIT will keep the Training Account active during the period of leave, however the training account status will be changed to participant has taken leave from enrolment.

When the student is able to return to study, they will be offered their spot again in the qualification originally enrolled into. IIBIT will take all reasonable steps to ensure the student is at no disadvantage during this process.

If the student does not wish to continue their study, IIBIT will close their training account with WorkReady.



International Institute of Business and Information Technology (IIBIT)

Leave from Enrolment Policy

Related policies and documents

Related documents	<ul style="list-style-type: none">• Directions under WorkReady Accredited Training Service Agreement (ATSA)
Related Legislation	<ul style="list-style-type: none">• Standards for Registered Training Organization (RTOs) 2015
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.