

Administrative Withdrawal Policy – VET

Policy Code: [Code] **Version:** 3.0 **Effective Date:** 7 April 2017

Purpose:

The College expects students enrolled in VET sector programs (Certificate IV to Advanced Diploma) to actively engage in all ways in their courses of study, defined as attending all training/learning events including classes, clinic sessions, online sessions, assignments, assessments, quizzes etc., for each enrolled course/unit of study.

The Administrative Withdrawal policy has been designed to assist students in establishing good training and learning engagement and attendance habits and to maintain professional and industry currency in their studies. Failure to routinely attend classes, complete assignments and assessment pieces will place the student at risk of being administratively withdrawn from any or all courses of study.

The policy will be applied appropriately, encouraging students to be accountable for suitable attitudes and actions demonstrating a seriousness and commitment to academic engagements, leaning and training delivery.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Scope:

- All Campuses
- All VET students

Policy Statement:

A student may be administratively withdrawn from the College (all pillars Health, Beauty or Fitness) for failure to make satisfactory academic/assessment progress, non-attendance of any training activities for twelve months.

The Director, Student Services has the authority to administratively withdraw a student from a single course, multiple courses or units of competency and to revoke that student's enrolment at any time after twelve months for failure remain an actively enrolled student. In addition to this the Director of Student Services may take guidance from the National Academic Director regarding administrative withdrawal after each teaching period to comply with training requirements including, but not limited to:

- Non-attendance of required classes or online forums for twelve months without prior written approval from the respective Departmental Head (ie. Director or National Manager) or Student Services.
- Demonstrating unsatisfactory academic, training and course engagement in the preceding twelve months and/or having missed an excessive amount of scheduled classes, training delivery, online forums etc. that would not allow for assessment of competency.
- Having failed to complete sufficient opportunities such as examinations, assignments, assessment tools, clinic sessions etc. to demonstrate effectively that meaningful training and achievement of competencies and learning outcomes has been achieved and been sustained over time, in accordance with the course's unit of competency.
- Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for twelve months.
- Failure to maintain log-in and training engagement activity as required for online courses for twelve months.
- Non-engagement in any form for twelve months with no contact to Student Services or Senior Trainers.

Administrative Withdrawal does not relieve the student of the responsibility for all tuition and/or resources fees and other incidental charges for the full teaching period.

Students who do not fulfill their obligations through appropriate training engagement and financial obligations risk being administratively withdrawn from any, or all courses of study in which this failure to engage occurs.

Withdrawals will not occur without a warning and due notice to students. Students who are administratively withdrawn from any courses:

- Are responsible for all debts and other charges related with the course of study or units of competency;
- Are not eligible for a tuition refund for the course of study or units of competency;
- Receive a “AW” notation in the student management system

If senior trainers, departmental heads or other training staff have reason to inquire about specific cases of administrative withdrawal, they may inquire to the Director, Student Services. In certain cases, the student’s right to confidentiality may not permit full disclosure of the circumstances.

Related Procedures:

[Administrative Withdrawal Procedure – VET Sector](#)

[Administrative Withdrawal \(Non Academic\) Procedure – Higher Education and VET](#)

Definitions:

Student/Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related Policies: [Administrative Withdrawal \(Non-Academic Policy\) – Higher Education and VET](#)

[Refund Policy](#)

[VET Grievance Policy - Academic](#)

Benchmarking: Not Applicable

Supporting Research and Analysis: Not Applicable

Related Documents: Relevant Training Packages

Related Legislation: Not Applicable

Guidelines: Not Applicable

Policy Author:	Susan Jones
Policy Owner:	Director, Student Services
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Recommending Body:	VET Advisory Board Meeting date: 16 September 2011
Approval Body:	College Council Meeting date: 09 December 2011
Policy Status:	New
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Director, Student Services • Director of Education • Director of Aesthetic Education • Director of Fitness • National VET Manager
Key Stakeholders:	<ul style="list-style-type: none"> • VET Students • Student Services Staff • VET Trainers

Version Summary			
Version	Date	Author	Details
0.1	29Nov11	Susan Jones	New document
1.0	09Dec11	Susan Jones	Approved by College Council
1.1	19Jan11	Susan Jones	Remove from 2 nd para of policy statement other positions listed in brackets as recommenders, leaving Associate Director, Student Services with the sole authority to withdraw administratively
1.0	4Oct13	Chantelle Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).