

FACTSHEET – WITHDRAWN (AND DEFERRED) PROGRAM ENROLMENTS

This factsheet clarifies the definitions, processes and reporting requirements relating to withdrawn Program Enrolments. This is a companion fact sheet to the ‘Factsheet - Withdrawn Subject Enrolments’.

The factsheet supports the 2018-19 VET Funding Contract (extended to 31 December 2020) (the Contract) and the Victorian VET Student Statistical Collection Guidelines - 2020 (the Statistical Guidelines).

Version	Date	Action/Change
1.0	15 November 2018	Original published on SVTS.
1.1	6 December 2018	Amended colour and label in example two.
2.0	1 April 2020	Updated scenarios and additional questions and answers to the FAQs section.

DEFINITIONS

Withdraw

There are four possible scenarios by which a student withdraws from a Program Enrolment:

1. The student has engaged in some learning activity and/or assessment, and has then notified the training provider of their withdrawal before finalisation of the requirements for successful completion of the Program Enrolment (*‘Formal Withdrawal’*);
2. the student has engaged in some learning and/or assessment activity, and then stopped attending or submitting assessments (i.e. discontinued) without notifying the training provider (*‘Apparent Withdrawal’*);
3. the student has engaged in some learning activity and/or assessment, and has then negotiated a deferral of studies (with an intent to resume at a later date in the same Program Enrolment) with the training provider before finalisation of the requirements for successful completion of the Program Enrolment or when training has been interrupted by external events (i.e. no placements) (*‘Deferral’*); or
4. the student has not engaged in any learning and/or assessment activity for the program.

Engagement

Training providers must be able to demonstrate that students have engaged in learning and/or assessment activities by providing appropriate Evidence of Participation.

Formal Withdrawal (Official)

If a student advises a training provider (verbally or in writing) that they will not be continuing in a Program Enrolment, this constitutes a formal withdrawal.

Apparent Withdrawal

If a student fails to advise a training provider (verbally or in writing) that they will not be continuing in a Program Enrolment, but discontinues training with the training provider this constitutes an apparent withdrawal. At what point this occurs is up to the individual training provider.

It is expected that, when becoming aware of an apparent withdrawal (such as a student ceasing to attend classes), training providers will attempt a reengagement process before undertaking a withdrawal process.

Where Subject Enrolments are still in progress but the student is withdrawing from a Program Enrolment, please refer to the procedures set out in the 'Factsheet - Withdrawn Subject Enrolments'.

Deferral

If a student and a training provider agree (verbally or in writing) that the student's engagement in their current Program Enrolment will pause for a specified period of time, and then re-start under the same or similar terms and conditions, this would constitute a deferral. A deferral may later become either an apparent or a formal withdrawal.

IMPORTANT

All students being withdrawn from a Subject and/or Program Enrolment should be reminded that their enrolment in a Victorian government subsidised program (or part thereof, and regardless of completion), has impacted their future training options and eligibility for further Victorian government subsidised training.

REPORTING WITHDRAWALS FROM PROGRAM ENROLMENTS

When reporting a withdrawal from a Program Enrolment (in the *NAT00130 file - Program Enrolment*), regardless of whether or not the student has notified the training provider of their withdrawal, the following fields below must be updated when next submitted to the SVTS.

NAT00130 file - Program Completed file

Data element	Data to be entered
Program Enrolment Status Identifier	<p>40 - Withdrawn - Official</p> <p>'Withdrawn - Official' is used when a client has stopped their training without fully completing their enrolment and has notified the training provider of their withdrawal.</p> <p>41 - Withdrawn - Apparent</p> <p>'Withdrawn - Apparent' is used when a client has stopped their training without fully completing their enrolment but has not officially notified the training provider of their withdrawal. The client has lost contact with the training provider and the training provider is assuming a withdrawal. This code covers both scenarios where the client has opted to stop training and where the training has ceased through no fault of the client (e.g. a closure of training provider facilities).</p>

42 - Withdrawn - Deferred

'Withdrawn - Deferred' is used when a client has stopped their training without fully completing their enrolment and has negotiated an agreement with the training provider of their intention to defer training to a later date.

Refer to page 127 of the Statistical Guidelines (2020 v1.1).

Where a student has ceased engagement in a Program Enrolment, the Department expects to no longer see any continuing or future activity in linked Subject Enrolments (i.e. all activity in the *NAT00120 file - Training Activity* should have a final outcome; including withdrawals from Subject Enrolments still in progress).

SCENARIOS

Scenario One: No withdrawal

Student enrolls and commences training on 01/02/2019.

- Program Enrolment One is created with a *Program Commencement Date* of 01/02/2019

Student completes Subjects A and B (in 2019), and Subject C continues.

- *Program Status Identifier* for Program Enrolment One in 2019: '30 - In training'

Student completes Subjects C, D and E in 2020 and qualification is issued in late 2020.

- *Program Status Identifier* for Program Enrolment One in 2020: '10 - Program completed (issued)'

		Final outcome	2019												2020												
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1. No withdrawal (2019 and 2020)	Program Enrolment One	Subject A	20	[Green]																							
		Subject B	20	[Green]																							
		Subject C	70 / 20	[Green]												[Green]											
		Subject D	20	[Blue]												[Green]											
		Subject E	20	[Blue]												[Green]											
Program Status Identifier			30 - In training												10 - Program completed (issued)												

Subjects (side bar):
Green = Subject Passed
Blue = Subject In Progress
Red = Subject Withdrawn From

Programs (bottom bar):
Green = Program Completed (Issued)
Grey = Program Enrolment In Training
Orange = Program Enrolment Withdrawn From

Scenario Two: Withdrawal

Student enrolls and commences training on 01/02/2019.

- Program Enrolment Two is created with a *Program Commencement Date* of 01/02/2019

Student completes Subjects A and B and starts Subject C. Student then withdraws from Subject C (and the Program) on 30/11/2019.

- *Program Status Identifier* for Program Enrolment Two in 2019: '40 - Withdrawn - Official'
- *Program Status Identifier* for Program Enrolment Two is not reported in 2020.

		Final outcome	2019												2020												
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2. Withdrawal only (2019)	Program Enrolment Two	Subject A	20	[Green]																							
		Subject B	20	[Green]																							
		Subject C	40	[Green]												[Red]											
		Subject D	N/A	[Blue]																							
		Subject E	N/A	[Blue]																							
Program Status Identifier			40 - Withdrawn - Official												Not reported												

Subjects (side bar):
Green = Subject Passed
Blue = Subject In Progress
Red = Subject Withdrawn From

Programs (bottom bar):
Green = Program Completed (Issued)
Grey = Program Enrolment In Training
Orange = Program Enrolment Withdrawn From

Scenario Three: Withdrawal and new commencement

Student enrolls and commences training on 01/02/2019.

- Program Enrolment Three is created with a *Program Commencement Date* of 01/02/2019

Student completes Subjects A and B and starts Subject C. Student then withdraws from Subject C (and the Program) on 30/11/2019.

- *Program Status Identifier* for Program Enrolment Three in 2019: '40 - Withdrawn - Official'
- *Program Status Identifier* for Program Enrolment Three is not reported in 2020.

Student returns to training provider and wishes to start training again in 2020.

Training provider deems the appropriate path is a new Program Enrolment.

Student undertakes a full program enrolment process (including testing of eligibility etc.) in early 2020.

Student commences training on 01/03/2020.

- Program Enrolment Four is created with a *Program Commencement Date* of 01/03/2020
- Previous passed subjects (A and B) are credit transferred in (post PCD)
- Student undertakes gap training in Subject C

Student completes subjects C, D and E in 2020 and qualification is issued in late 2020.

- *Program Status Identifier* for Program Enrolment Four in 2020: '10 - Program completed (issued)'

			Final outcome	2019												2020											
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3. Withdrawal (2019) and new program enrolment (2020)	Program Enrolment Three	Subject A	20																								
		Subject B	20																								
		Subject C	40																								
		Subject D	N/A																								
		Subject E	N/A																								
	Program Status Identifier				40 - Withdrawn - Official												Not reported										
			Final outcome	2019												2020											
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Program Enrolment Four		Subject A	60																								
		Subject B	60																								
		Subject C	25																								
		Subject D	20																								
		Subject E	20																								
Program Status Identifier				Not reported												10 - Program completed (issued)											

Subjects (side bar):	Programs (bottom bar):
Green = Subject Passed	Green = Program Completed (Issued)
Yellow = Credit Transfer	Grey = Program Enrolment In Training
Red = Subject Withdrawn From	Orange = Program Enrolment Withdrawn From

Scenario Four: Withdrawal/Deferral and re-commencement (after a period of non-engagement)

Student enrolls and commences training on 01/02/2019.

- Program Enrolment Five is created with a *Program Commencement Date* of 01/02/2019

Student completes Subjects A and B and starts Subject C.

Student withdraws and/or defers from Subject C (and the program) on 01/11/2019.

- *Program Status Identifier* for Program Enrolment Five in 2019: '40 - Withdrawn - Official'

Note: if this is instead a deferral the *Program Status Identifier* should be '42 - Withdrawn - Deferred'.

Student returns to training provider and wishes to start training again in 2020.

Training provider deems the appropriate path is to continue the previous Program Enrolment.

- *Program Commencement Date* remains as of 01/02/2019

Student undertakes gap training in Subject C.

Student completes subjects C, D and E in 2020 and qualification is issued in late 2020.

- *Program Status Identifier* for Program Enrolment Five in 2020: '10 - Program completed (issued)'

	Final outcome	2019												2020												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
4. Withdrawal (2019) and un-withdrawing (2020)	Subject A	20	[Green bar from Feb to May]																							
	Subject B	20	[Green bar from Feb to May]																							
	Subject C	40	[Green bar from Feb to May]												[Green bar from Feb to May]											
	Subject D	25	[Green bar from Feb to May]												[Green bar from Feb to May]											
	Subject E	20	[Green bar from Feb to May]												[Green bar from Feb to May]											
Program Status Identifier		40 - Withdrawn - Official												10 - Program completed (issued)												

Subjects (side bar):	Programs (bottom bar):
Green = Subject Passed	Green = Program Completed (Issued)
Blue = Subject In Progress	Grey = Program Enrolment In Training
Red = Subject Withdrawn From	Orange = Program Enrolment Withdrawn From

Scenario Five: Training has been interrupted but will resume in the future

Student enrolls and commences training on 01/02/2019.

- Program Enrolment Six is created with a *Program Commencement Date* of 01/02/2019

Student completes Subjects A and B and starts Subject C and is expected to complete on 06/05/2020.

Due to an unexpected event on 15/03/2020, student cannot complete Subject C as expected and Program is on hold. Training is expected to resume in future.

- *Program Status Identifier* for Program Enrolment Six in 2020: '42 - Withdrawn - Deferred'
- *Subject C Activity End Date* updated to a future date: 06/07/2020

Note: *Training activity end dates should be adjusted, where needed, to be either of:*

- *the new best estimate of when training for the subject will end; or*
- *a nominal date (generally the end of the next month) at which point you may need to extend it again.*

	Final outcome	2019												2020											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5. No withdrawal (2019) and deferral (2020)	Subject A	20																							
	Subject B	20																							
	Subject C	70 / 70																							
	Subject D	N/A																							
	Subject E	N/A																							
Program Status Identifier		30 - In training												40 - Withdrawn - Deferred											

Subjects (side bar):
Green = Subject Passed
Blue = Subject In Progress
Red = Subject Withdrawn From

Programs (bottom bar):
Green = Program Completed (Issued)
Grey = Program Enrolment In Training
Orange = Program Enrolment Withdrawn From

FREQUENTLY ASKED QUESTIONS

A student has been withdrawn in error in our Student Management System. How do I rectify this?

A student can be un-withdrawn and training delivery data can continue to be reported. When data is re-uploaded, SVTS will update any applicable claims accordingly.

This rectification must be completed inside the same data collection year the withdrawal was incorrectly reported. As there are multiple systems in the market Department is unable to provide advice on how best to achieve this inside your Student Management System and recommends you consult with your system provider.

A student has withdrawn from a Program Enrolment that still has subjects in progress, what do I do?

Please refer to the procedures set out in the 'Factsheet - Withdrawn Subject Enrolments'.

A student who was withdrawn from a Program Enrolment wishes to reengage in the same Program (at either the same or a different training provider). What do I do?

If a student wishes to reengage training with their original training provider, the student can continue in their previously commenced course of study or may commence a new program enrolment. It is up to the individual training provider to assess the needs of the student and choose the most appropriate pathway. If the training provider links back to the original Program Enrolment (same Contract ID, same Program Commencement Date etc.) the Departmental reporting system will adjust accordingly. Refer to Scenario Four of this factsheet.

If a new Program Enrolment is undertaken (either at the same training provider or across training providers), the student should receive credit (both full and partial) training and/or assessment previously undertaken. Additionally, where a student formally withdraws and is placed in a new enrolment for the same program it is the training provider's responsibility to check whether the student is still eligible for a government subsidised training place by the student undertaking a full enrolment process.

Can a student defer into the next data collection year?

Yes. However, while students can defer a subject indefinitely, the training provider should consider the time elapsed since the student's last engagement and re-enrol the student if the provider is concerned the student has not retained previously assessed competencies.

A training provider may also wish to consider the student's circumstances and any changes to training and/or assessment procedures when considering long term deferrals.

How are commencement allocations affected if a student withdraws from a Program Enrolment?

Allocations are consumed as soon as funds are claimed and paid for that student, regardless of whether the funds are reversed at a later time due to withdrawal.

If the withdrawn student wishes to reengage in the same Program, if deemed appropriate for the student and in the same data collection year the training provider may un-withdraw the student's Program Enrolment. This action will not adversely affect commencement allocations consumed.

How should I report where training has been interrupted but will resume in the future ?

Training may be interrupted due to placements being cancelled or unavailable, trainers being unable to access a workplace, or staff and student illness.

This is how you should report interrupted training:

- For completed subjects, report all relevant *Outcome ID National* values that apply to a completed subject i.e. codes 20, 30 etc.
- For subjects that have started and are still in progress (i.e. have activity start dates in the past and activity end dates in the future) continue to report *Outcome ID National 70* (Continuing). This includes subjects where all of the supervised training and assessment has finished, but the subject cannot be recorded as complete due to the cancellation/deferral of a practical placement.
- Do not report any subjects that have not or will not start.
- Report the *Program Status Identifier* value as '42 - Withdrawn - Deferred'.

Training activity end dates (subject level) should also be adjusted, where needed, to be either of:

- the new best estimate of when training for the subject will end; or
- a nominal date (generally the end of the next month) at which point you may need to extend it again.

Extending end dates may mean that payments are reapportioned to match the new duration. Shorter extensions will reduce how much of a payment is reapportioned.

If a trainee withdraws from the training or cancels their traineeship, who is responsible for informing the Australian Apprenticeship Support Network (AASN) provider to cancel the contract?

The 2020 Guidelines about Apprenticeship/Traineeship Delivery stipulate that the training provider must notify the AASN provider within two weeks of withdrawal/non-start of an enrolled Apprentice/Trainee.