

### FACTSHEET - WITHDRAWN (AND **DEFERRED) PROGRAM ENROLMENTS**

This factsheet clarifies the definitions, processes and reporting requirements relating to withdrawn Program Enrolments. This is a companion fact sheet to the 'Factsheet - Withdrawn Subject Enrolments'.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 an 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 - Progr	am Completed file
Data element	Data to be entered
Program Enrolment Status Identifier	'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.  41 - Withdrawn - Apparent '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).





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**

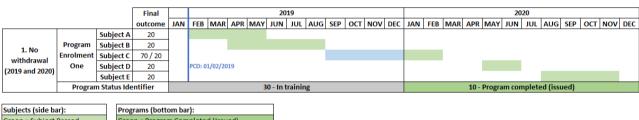
### Scenario One: No withdrawal

Student enrols 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)'



### Red = Subject Withdrawn From

Blue = Subject In Progress

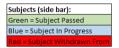
Programs (bottom bar):
Green = Program Completed (Issued)
Grey = Program Enrolment In Training
Orange = Program Enrolment Withdrawn From

### Scenario Two: Withdrawal

Student enrols 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		2019											2020											
	outcome	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC		
		Subject A	20																								
	Program	Subject B	20								Wi	thdraw	al: 30/1	1/2019													
2. Withdrawl	Enrolment	Subject C	40																								
only (2019)	Two	Subject D	N/A		PCD: 01	/02/20:	19																				
		Subject E	N/A																								
	Progran	n Status Ide		40 - Withdrawn - Official											Not reported												



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Orange = Program Enrolment Withdrawn From



#### Scenario Three: Withdrawal and new commencement

Student enrols 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.

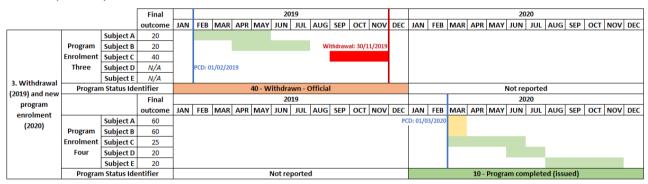
Student undertakes a full program enrolment process (including testing of eligibility etc.) in early 2020.

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)'





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





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

Student enrols 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		2019												2020										
	outcome	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	AP	R MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC		
		Subject A	20																								
4. Withdrawal	Program	Subject B	20		Withdrawal: 30/11/2019 Training restarts 01/02/2020																						
	Enrolment	Subject C	40		PCD: 01	1/02/20	19										PCD re	mains 0	1/02	/2019							
withdrawing	Five	Subject C	25																								
(2020)	rive	Subject D	20																								
(2020)		Subject E	20																								
	Progran	n Status Ide	ntifier		40 - Withdrawn - Official										10 - Program completed (issued)												



Programs (bottom bar):

Green = Program Completed (Issued)

Grey = Program Enrolment In Training

Orange = Program Enrolment Withdrawn From





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

Student enrols 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.

																	2020											
			Final			2019 2020																						
			outcome	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
		Subject A	20																									
5. No	Program	Subject B	20																									
withdrawal	Enrolment	Subject C	70 / 70																									
(2019) and	Six	Subject D	N/A		PCD: 01	/02/20	19																					
deferral (2020)		Subject E	N/A																									
	Progran	n Status Ide	ntifier		30 - In training											40 - Withdrawn - Deferred												



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.

