

FACT SHEET – WITHDRAWN (AND DEFERRED) PROGRAM ENROLMENTS

This fact sheet clarifies the definitions, processes and reporting requirements relating to withdrawn Program Enrolments. This is a companion fact sheet to the *Fact Sheet - Withdrawn Subject Enrolments*.

The factsheet supports the *2018-19 VET Funding Contract (the Contract)* and the *Victorian VET Student Statistical Collection Guidelines – 2019 (the Statistical Guidelines)*.

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 (*'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 provider this constitutes an apparent withdrawal. At what point this occurs is up to the individual 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but the student is withdrawing from a Program Enrolment, please refer to the procedures set out in the *Fact Sheet - Withdrawn Subject Enrolments*.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 – 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 RTO 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 RTO of their withdrawal. The Client has lost contact with the RTO and the RTO 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. RTO closure).</p> <p>42 - Withdrawn - Deferred</p> <p>'Withdrawn – Deferred' is used when a client has stopped their training without fully completing their enrolment and has negotiated an agreement with the RTO of their intention to defer training to a later date.</p> <p>Refer to: <i>Page 121 of the Statistical Guidelines (2019 V1)</i></p>

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 – Subject Enrolment* file should have a final outcome; including withdrawals from Subject Enrolments still in progress).

SCENARIOS

SCENARIO ONE: NO WITHDRAWAL

- Student enrolls and commences training on 01/02/2018

Program Enrolment One is created with a CCD of 01/02/2018

- Student completes Subjects A & B (that finished in in 2018), and Subject C continues

Program Enrolment One status identifier (2018): 70 (in progress)

- Student completes Subjects C, D & E in 2019
- The Qualification is issued in late 2019

Program Enrolment One status identifier (2019): 20 (Qualification issued)

		Final outcome	2018												2019														
			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 (2018 and 2019)	Program Enrolment One	Subject A	20	Green																									
		Subject B	20	Green		Green																							
		Subject C	70/20									Blue				Green													
		Subject D	20											Green															
		Subject E	20											Green															
Program Status identifier			30 - In progress												20 - Qualification issued														

Subjects (side bar):

Green = Subject Passed
 Blue = Subject in progress
 Red = Subject withdrawn from

Programs (bottom bar):

Green = Qualification issued
 Grey = Program Enrolment in progress
 Orange = Program Enrolment withdrawn from

SCENARIO TWO: WITHDRAWAL

- Student enrolls and commences training on 01/02/2018

Program Enrolment One is created with a CCD of 01/02/2018

- Student completes Subjects A & B and starts Subject C
- Student withdraws from Subject C (and the program) on 1/11/2018

Program Enrolment One status identifier (2018): 40 (Withdrawn - official)

Program Enrolment One is not reported in 2019

			2018												2019											
			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 (2018)	Final outcome																									
	Program Enrolment One	Subject A	20	Green					Red																	
		Subject B	20	Green					Red																	
		Subject C	40	Green					Red																	
		Subject D	N/A																							
	Subject E	N/A																								
Enrolment Commencement CCD: 01/02/2018																										
Program Status identifier			40 -Withdrawal (Official)												Not reported											

Subjects (side bar):

- Green = Subject Passed
- Blue = Subject in progress
- Red = Subject withdrawn from

Programs (bottom bar):

- Green = Qualification issued
- Grey = Program Enrolment in progress
- Orange = Program Enrolment withdrawn from

SCENARIO THREE: WITHDRAWAL AND NEW COMMENCEMENT

- Student commences training on 01/02/2018

Program Enrolment One is created with a CCD of 01/02/2018

- Student completes Subjects A & B
- Student withdraws from Subject C (and the Program Enrolment) on 01/11/2018

Program Enrolment One status identifier (2018): 40 (withdrawn (official))

Program Enrolment One is not reported in 2019

- Student returns to provider and wishes to start training again in 2019

Provider deems the appropriate path is a new Program Enrolment

- Student undertakes a full enrolment process (including testing of eligibility etc) in early 2019
- Student commences training on 01/02/2019

Program Enrolment Two is created with a CCD of 01/02/2019

- Previous passed subjects (A & B) are credit transferred in (post CCD)
- Student undertakes gap training in Subject C
- Student completes units C,D & E in 2019
- Qualification is issued in late 2019

Program Enrolment Two status identifier (2019): 20 (Qualification issued)

			2018												2019												
		Final 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	
3. Withdrawal (2018) and new program enrolment (2019)	Program Enrolment One	Subject A	20	Green					Red																		
		Subject B	20	Green					Red																		
		Subject C	40	Green					Red																		
		Subject D	N/A	Enrolment Commencement CCD: 01/02/2018												Grey					Grey						
		Subject E	N/A	Enrolment Commencement CCD: 01/02/2018												Grey					Grey						
Program Status identifier			40 -Withdrawal (Official)												Not reported												
			2018												2019												
		Final 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	
3. Withdrawal (2018) and new program enrolment (2019)	Program Enrolment Two	Subject A	60													Blue		Green									
		Subject B	60													Blue		Green									
		Subject C	25													Blue		Green									
		Subject D	20													Blue		Green									
		Subject E	20													Blue		Green									
Program Status identifier			Not reported												20 - Qualification issued												

Subjects (side bar):

- Green = Subject Passed
- Blue = Subject in progress
- Red = Subject withdrawn from

Programs (bottom bar):

- Green = Qualification issued
- Grey = Program Enrolment in progress
- Orange = Program Enrolment withdrawn from

SCENARIO FOUR: WITHDRAWAL/DEFERRAL AND RE-COMMENCEMENT (AFTER A PERIOD OF NON ENGAGEMENT)

- Student enrolls and commences training on 01/02/2018

Program Enrolment One is created with a CCD of 01/02/2018

- Student completes Subjects A & B
- Student withdraws and/or defers from Subject C (and the program) on 01/11/2018

Program Enrolment One status identifier (2018): 40 (Withdrawn (Official))

Note: if this is instead a deferral the status identifier should be: 42 (Withdrawn (Deferred))

- Student returns to provider and wishes to start training again in 2019

Provider deems the appropriate path is to continue the previous program enrolment

- Student undertakes gap training in Subject C
- Student passes Subjects C, D and E in 2019
- Qualification is issued in late 2019

Program Enrolment One status identifier (2019): 20 (Qualification issued)

			2018												2019												
			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 (2018) and un-withdrawing (2019)	Program Enrolment One	Subject A	20	[Green bar from Feb to May]												<i>Training restarts 01/02/2018 CCD remains 01/02/2018</i>											
		Subject B	20	[Green bar from Feb to Aug]																							
		Subject C	40	[Blue bar from Feb to Oct, Red bar from Oct to Nov]																							
		Subject C	25	[Green bar from Feb to May]																							
		Subject D	20	[Green bar from Feb to Apr]																							
		Subject E	20	[Green bar from Aug to Dec]																							
Program Status identifier			40 - Withdrawal (Official)												20 - Qualification issued												

Subjects (side bar):

Green = Subject Passed
 Blue = Subject in progress
 Red = Subject withdrawn from

Programs (bottom bar):

Green = Qualification issued
 Grey = Program Enrolment in progress
 Orange = Program Enrolment withdrawn from

FREQUENTLY ASKED QUESTIONS

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

A. 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. The Department is unable to provide advice on how best to achieve this inside your Student Management System.

Q. 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 *Fact Sheet - Withdrawn Subject Enrolments*.

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

A. If a student wishes to recommence 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 provider links back to the original Program Enrolment (same ContractID, same Program Commencement Date etc.) the Departmental reporting system will adjust accordingly. Refer to Scenario Four of this Fact Sheet.

If a new Program Enrolment is undertaken (either at the same provider or across 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.

Q. Can a student defer into the next data collection year?

A. Yes. However, while students are able to 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 provider may also wish to consider the student's circumstances and any changes to training and/or assessment procedures when considering long term deferrals.

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

A. Allocations are consumed as soon as funds are claimed and paid for that student, regardless of whether the funds being 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.