Version Control Procedure			
Date	Type of Change	Details	By Who
14/12/2016	Minor	Amendments made to reflect VET Student Loans Act	Business Manager
06/03/2019	Minor	Inclusion of tuition assurance information on website	Business Manager

Purpose

The procedure exists to ensure that we provide the State Registering Body information about significant changes to our RTO Operations and follow the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria processes to ensure we continue to comply with the requirements of the Vet Quality Framework Standards for RTOs and Conditions of Registration.

Scope

General

Governing bodies to notify within 14 days:
- Australian Skills Quality Authority (ASQA)
- Department of Education and Early Childhood Development (DEECD) / Skills Victoria of significant changes including, but not limited to:
  o Commencing operations in another State or Territory or offshore and provide details as required about the location and nature of such operations;
  o Major changes to our RTO systems or staffing profile, relocation of our RTO operation, changes to VET funding contract, financial difficulties or transfer of client/stakeholder records;
  o Any damages that stops us from delivering training and assessment services on our Scope of Registration due to fire, theft or any natural calamities;
  o Loss of client/stakeholder records caused due to technical difficulties, fire, theft or any natural calamities;
  o Any proposal to sell, lease or transfer of our RTO operation (note that registration cannot be transferred to a new legal entity. In this case the principal officer of the new organisation must make an initial application for registration); and

Closure

- Intent to close RTO operations for whatever reason, in the event that our operations cease to exist we will have to submit all electronic student records to the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria for the purpose of archiving and reissuing of qualifications if required. For each student who has undertaken accredited training covered by our Scope of Registration we must include the following information:
  - Family name and first name
  - Residential postcode
  - Date of birth
  - Enrolment/commencement date
  - Code and title of course

- Codes and titles of modules/units of competency
- Modules/units of competency assessment results
- Credentials and date issued.

Process for Closure

o Depending on the significant change/s (as listed in the scope of this procedure) that may take place, we will immediately contact the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria;

o We will explain the change and request the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria to provide a process which it would like us to follow to rectify issues;

o We will follow due process highlighted by the Australian Skills Quality Authority (ASQA) and/or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria and make necessary changes as requested by it. We will also complete relevant documentation as requested by the State Registering Body & Australian Skills Quality Authority (ASQA) to support and manage the change. S

o We will continually provide updates to the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills Victoria about the changes until we are required to do so by the State Registering Body.

o In the event that a change in ACFB's status will result in our closure, ACFB's directors will take all means possible to transfer our students to other RTO's who provide equivalent courses.

This process will be the same for the DEECD, F.C; 16.3 - The RTO must immediately comply with a direction from the Department given under Clause 16 or Clause 17, which may include a direction to assist Eligible Individuals to transfer to another RTO in order to continue the training commenced by the Eligible Individual, under this VET Funding Contract.

ACFB will ensure all processes are followed in accordance with related legislation including, but not limited to:

o ASQA Guidelines
o Standards for Registered Training Organisations (RTOs) 2015
o VET Student Loans Rules
o Standard VET Funding Contract Skills First Program

Cancellation of a Course

- If ACFB ceases to provide a course after enrolments have been accepted:
    o Notify the students enrolled in the course within two (2) business days
    o Provide any applicable refund within seven (7) business days
    o Provide options to study in a replacement course (if available) or at another provider

- If ACFB ceases to provide a course after the course has commenced and prior to its completion:
    o Notify the students in writing within two (2) business days
    o Notify ACPET (tuition assurance) within twenty-four (24) hours if assurance arrangements apply. Provide any applicable student information within three (3) business days as well as reasons for the cancelation of the course.
    o Notify ASQA, Skills Victoria and the Department of Education (if not already aware) of the decision to cease the delivery of the course
    o Update ACFB's website to reflect this change and to give tuition assurance information

- Organise any applicable meeting between ACPET and the students at ACFB's Mitcham campus within seven (7) business days
- Provide options to study in a replacement course (if available) or at another provider
- Provide any applicable refund and/or re-credit any applicable VET Student Loan(s) to affected students in accordance with the VET Student Loans Rules.

Responsibility
Director/s
Administration Manager

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