



## COM013 Significant RTO Changes

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
29/04/2021	Minor	Formatting	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 required RTO processes and contract obligations to ensure we continue to comply with the relevant legislation including, but not limited to:

- ASQA Guidelines
- Standards for Registered Training Organisations (RTOs) 2015
- VET Student Loans Rules (Act)
- Standard VET Funding Contract Skills First Program
- [Vet Quality Framework](#)

### Scope

#### 1) General Requirements

Governing bodies listed above will be notified within 14 days of significant changes including, but not limited to:

- 1.1 Commencing operations in another State or Territory or offshore and provide details as required about the location and nature of such operations;
- 1.2 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;
- 1.3 Any damages that stop us from delivering training and assessment services on our Scope of Registration due to fire, theft or any natural calamities;
- 1.4 Loss of client/stakeholder records caused due to technical difficulties, fire, theft or any natural calamities;
- 1.5 Any proposal to sell, lease or transfer of our RTO operation -note that registration cannot be transferred to a new legal entity and acceptance of the new entity to provide Skills First Funding is at the discretion of the Department of Education. In this case the principal officer of the new organisation must make an initial application for registration, and if required apply for approval from the Department of Education in regards Skills First Funding );

#### 2) Closure

Governing bodies listed above will be notified within 1-3 business days of significant changes including, but not limited to:

- 2.1 The closure of ACFB, whether through the Directors intent to close operations, or for any other reason. In this circumstance, we will:



- I. immediately contact the Australian Skills Quality Authority (ASQA) and//or the Department of Education and Early Childhood Development (DEECD) / Skills First;
- II. 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;
- III. 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.
- IV. 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.
- V. 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 will include the following information:
  - a) Family name and first name
  - b) Residential postcode
  - c) Date of birth
  - d) Enrolment/commencement date
  - e) Code and title of course
  - f) Codes and titles of modules/units of competency
  - g) Modules/units of competency assessment results
  - h) Credentials and date issued.

2.2 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.

### 3) Cancellation of a Course

3.1 If ACFB ceases to provide a course after enrolments have been accepted:

- I. Notify the students enrolled in the course within two (2) business days
- II. Provide any applicable refund within seven (7) business days
- III. Provide options to study in a replacement course (if available) or at another provider

3.2 If ACFB ceases to provide a course after the course has commenced and prior to its completion:

- I. Notify the students in writing within two (2) business days
- II. 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 cancellation of the course.
- III. Notify ASQA, Skills Victoria and the Department of Education (if not already aware) of the decision to cease the delivery of the course
- IV. Update ACFB's website to reflect this change and to give tuition assurance information



- V. Organise any applicable meeting between ACPET and the students at ACFB's Mitcham campus within seven (7) business days
- VI. Provide options to study in a replacement course (if available) or at another provider
- VII. 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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