

## SCOPE CANCELLATION POLICY

Revision 1.2 Nov 2017

### PURPOSE

The purpose of this Policy is to provide a frame of reference for circumstances where MiTraining chooses to withdraw a qualification from its Scope of Registration.

### SCOPE

All MiTraining qualifications on MiTraining's Scope of Registration.

### POLICY STATEMENT

MiTraining CEO shall ensure qualifications issued by MiTraining are those that are currently on its scope of registration and certify the achievement of the relevant AQF qualifications and or units of competency/accredited courses.

From time to time MiTraining may decide to discontinue delivery of a qualifications, other than where this is mandated through a formal training package review process.

Reasons for the discontinuation may relate to:

- Lack of demand for the course
- Shift in employer needs
- New regulatory imposts
- MiTraining inability to access or maintain the required resources to support a program.

Regardless of the circumstances MiTraining will honour it full commitments under the RTO standards (2015) and its obligations to all currently enrolled students.

### PROCEDURE

Individual circumstances may warrant different processes to be implemented, however at minimum, MiTraining will abide by the following:

- The formal decision to discontinue a course needs to be documented in (for example) an Executive management meeting and/or Industry Advisory Meeting
- A formal date after which no new enrolments needs to be determine and this information displayed on MiTraining's website
- Current students need to be formally notified that there is a final date for their course to be completed with due consideration given to a reasonable completion time for current students
- Once all current student's results are finalised, the course shall be removed from MiTraining's scope of registration.

## NOTES

<i>Related Policies/Procedures:</i>	<i>N/A</i>
<i>Related Documents/Forms:</i>	<i>ASQA notification of change of provider details</i>
<i>Related Legislation:</i>	<i>As indicated in policy</i>
<i>Guidelines:</i>	<i>N/A</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Date of Next Review:</i>	