

Replacement Provider & Replacement Course

Policy & Procedure

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1. PURPOSE

The purpose of this policy and procedure is to outline AFTT's actions for replacement of:

- provider and,
- replacement course.

2. SCOPE

This policy and procedure applies to all nationally endorsed training package courses and units of competency on AFTT's scope of registration.

3. DEFINITIONS

Refer to the *VET Glossary* for further definitions.

4. POLICY

AFTT ensures that if a student accepts an offer of a place in a replacement course, that:

- the student is granted course credit/s for parts of the original course successfully completed by the student, as evidenced by:
 - a statement of attainment or other Australian Qualifications Framework certification documentation issued in accordance with the Australian Qualification Framework; or
 - an authenticated VET transcript prepared by the Registrar (within the meaning of the *Student Identifiers Act 2014*);
- the student is not charged tuition fees for a replacement component of the replacement course – if tuition fees have been paid for the affected part of the original course;
- the student is enrolled in the replacement course as soon as practicable; and
- the VSL Tuition Protection Director is given written notice of the acceptance within fourteen (14) days of the acceptance.

5. PROCEDURE

1. The QERC will meet and discuss any replacement provider or replacement course changes, and ensure that all measures are applied:

- the student is granted course credit/s for parts of the original course successfully completed by the student, as evidenced by:
 - a statement of attainment or other Australian Qualifications Framework certification documentation issued in accordance with the Australian Qualification Framework; or
 - an authenticated VET transcript prepared by the Registrar (within the meaning of the *Student Identifiers Act 2014*);
- the student is not charged tuition fees for a replacement component of the replacement course – if tuition fees have been paid for the affected part of the original course;
- the student is enrolled in the replacement course as soon as practicable; and
- the VSL Tuition Protection Director is given written notice of the acceptance within fourteen (14) days of the acceptance.

6. RELATED DOCUMENTS

- 6.1. AFTT Glossary
- 6.2. Student Handbook
- 6.3. Student Code of Conduct
- 6.4. Student Terms and Conditions
- 6.5. Applications Enrolment and Selection Policy and Procedure
- 6.6. Recognition of Prior Learning (RPL)
- 6.7. Academic Progression Policy and Procedure
- 6.8. Assessment Management Policy

7. RELEVANT LEGISLATION

- 7.1. Standards for Registered Training Organisations (RTOs) 2025
- 7.2. Standards for Registered Training Organisations (RTOs) 2015
- 7.3. National Vocational Education and Training Act 2011
- 7.4. ESOS National Code 2018
- 7.5. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- 7.6. VSL Act 2016
- 7.7. VET Student Loan rules 2016

8. POSITIONS RESPONSIBLE

- 8.1. Campus Manager
- 8.2. Head/s of Department
- 8.3. Head of Student Services & Admin
- 8.4. Chief Financial Officer
- 8.5. Chief Executive Officer

9. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	AFTT CEO
Review date	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	QERC	01/10/2016	01/10/2016		
2.0	QERC	11/05/2022	12/05/2022	VSL amendments	Superseded
3.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current