

Withdrawal from Training and Deferment Policy

Applies to

- Australian Breastfeeding Association (ABA) Trainers, Assessors and Learners

Definitions

Word or Phrase	Definition
Volunteer Traineeship	A volunteer traineeship with ABA is a work-based training program, similar to an apprenticeship. It will build up the skills and knowledge of the trainee. It requires attendance at training sessions and activities, on-the-job training and coursework.

Scope

All nationally recognised training and accredited courses delivered/offered by the Association

Objectives

To ensure the ABA has processes in place for learners to withdraw from or defer their course

Principles

ABA acknowledges learners may not be able to continue or complete training due to certain reasons

Policy Statement

Breaks in learning

- Learners may apply to take leave from their course.
- Learners provided with a tuition fee exemption due to their contractual agreement to work as volunteers for the Association may take leave by notifying Training Administration of their intended break.
- Their original enrolment date will remain as no tuition fees are paid.
- Learners paying tuition fees may apply to suspend their studies for one time only, for up to six months during their course.
- Wherever possible, prior to suspending their studies, all learners taking leave from their course are expected to complete and submit assessments for unit/s they have commenced study.

Withdrawing from a course

- Learners withdrawing from a course must complete the appropriate form.

- Learners who withdraw or are withdrawn from the volunteer traineeship will be able to resume their studies without going through the application process if they resume the volunteer traineeship within two years from their last enrolment end date.
- Learners wishing to resume after a two-year period must complete a new application. Learners resuming in this situation are responsible for payment of the new non-refundable administration fees.

Approved by

Senior Manager Training and Education

Revision history

Revision	Date	Description of modifications
1	Nov 2005	Original
2	Sept 2011	Revised to separate from Training and assessment policy and to include provision of external training
3	29 th Nov 2014	Revised and reformatted for new template. Approved Board Meeting 163.
3.1	January 2015	Reviewed and updated to include transitional changes to new Standards for RTOs 2015
3.2	July 2015	Minor changes on wordings
3.3	Jan 2019	No changes, reviewed for currency
3.4	Apr 2020	No changes required