

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 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 up to a period of three months. Learners must notify their Branch Training Manager (BTM) of their intended break. It is up to the BTM to communicate this information to Training Administration and the Course coordinator
- If learners plan to take leave from any of their other ABA volunteer roles, this must be communicated independently to the relevant personnel.
- 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 three months during their enrolment period, when work will be extended for the duration of the leave taken.

- Learners who take leave from their traineeship must ensure their ABA membership and their course enrolment remain current during their leave period. If either of these things lapse, they will be withdrawn.
- Wherever possible, prior to suspending their studies, all learners taking leave from their course are encouraged to complete and submit assessments for unit/s they have commenced study.

Withdrawing from a course

- All unfinancial members / learners will be automatically withdrawn from training.
- Learners who have not extended the enrolment within the specified timeframes, will be withdrawn from training. Units completed while not enrolled in the course are not accepted until they have extended the enrolment.
- Learners withdrawing from a course must complete the appropriate form.

Additional requirements when withdrawing from volunteer traineeship:

- Learners who withdraw or are withdrawn from the volunteer traineeship will be able to resume their studies and must complete a new enrolment application form. If they resume the volunteer traineeship within two years from their last enrolment end date they are exempted from having to complete the Language, Literacy, Numeracy and Digital Assessment (LLND) or the Volunteer Traineeship Discussion with a trainer and will be issued with a credit transfer for previously completed units (subject to currency).
- Learners wishing to resume after a two-year period must complete a new enrolment application form, the LLND and the Volunteer Traineeship Discussion with a trainer and are responsible for payment of the new non-refundable administration fees
- Sponsored learners taking more than 24 months to complete their training, will be required to increase their traineeship volunteering time to reflect this, as follows:
 - 24-36 months – increases to a minimum of 225 hours
 - 36-48 months – increases to a minimum of minimum 300 hours
- If a learner withdraws or is withdrawn from the course they will receive a Statement of Attainment, listing all the units in which they have been assessed as competent.

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 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
3.5	May 2022	Reviewed and no changes required
3.6	April 2024	Updated role title for Senior Manager Learning and Innovation (previously Senior Manager Training and Education)
3.7	May 2025	Updated leave period for trainees from 6 months to 3 months. Clarified process for notifying ABA personnel of any intended leave. Updated requirements for re-enrolling into a course after withdrawing / being withdrawn from a course. Added in extended Volunteer hours requirements as a result of taking extended leave.
3.8	April 2026	Updated Breaks in Learning section for tuition-fee paying students; enrolment will be extended by period of leave taken

Date last audited and currency confirmed: 21/4/2026