

# POLICY AND PROCEDURE

STD 4,5	Statement of VET Tuition Assurance		Clause 4.1, 5.2
Approved:	Glenn Smith, Chief Compliance Officer	Version No. 1.2	Annual Review Date: July, 2016

## 1. Policy

- 1.1 Smart City Vocational College Pty Ltd ABN: 73 084 423 585 ACN: 084 423 585 must comply with the VET Tuition Assurance Requirements for the protection of all Smart City Vocational College learners in the event where we cease to provide a VET course of study in which a learner is enrolled.
- 1.2 Smart City Vocational College will adhere to the provisions of *Schedule 1A of the Higher Education Support Act 2003 (HESA)* and Chapter 3 of the VET Provider Guidelines 2015 (VET Guidelines).
- 1.3 The meaning of ‘ceasing to provide a VET course of study’ is set out in the *VET Guidelines*. A copy of these are available from the [Comlaw](#) website.
- 1.4 In the event that Smart City Vocational College Pty Ltd ceases to provide a VET course of study in which a VET learner is enrolled, the VET learner is entitled to a choice of:
  - a) an offer of a place in a similar VET course of study with a second provider without any requirement to pay the second provider any VET tuition fee for any replacement VET units (this is known as the “VET Course Assurance Option”); or
  - b) a refund of the learner’s up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study that the VET learner was enrolled or commences but does not complete because Smart City Vocational College Pty Ltd ceases to provide the VET course of study of which the unit forms part (this is known as the “VET Tuition Fee Repayment Option”)
- 1.5 Smart City Vocational College Pty Ltd has met the VET tuition assurance requirements as specified in the VET Guidelines through its current membership of the ACPET ASTAS-VET Scheme. Contact details for ACPET ASTAS-VET Scheme Administrator are:

*ACPET Member ID: 193128*

Suite 101, Level 1  
126 Wellington Parade  
East Melbourne VIC 3002

Or

PO Box 551  
East Melbourne Vic 8002  
(03) 9412 5900 [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au)

- 1.6 If Smart City Vocational College Pty Ltd ceases to provide a VET course of study, ACPET will send a VET learner enrolled in the VET course of study a Written VET Tuition Assurance Offer (the Offer) advising the VET Learner of the options available under the VET tuition assurance requirements. The Offer will include directions that the VET learner must follow in order to notify ACPET of the choice they have made for each affected VET unit. ACPET will provide this Offer within twenty Business Days after it knows, or should know by reasonable enquiries that Smart City Vocational College Pty Ltd has ceased to provide the VET course of study.
- 1.7 For the purposes of VET FEE-HELP, all courses offered by Smart City Vocational College Pty Ltd in accordance with the course requirements of clause 45 of Schedule 1A of the Higher Education Support Act 2003 are covered by the ACPET ASTAS-VET Scheme ('the Scheme') as part of Smart City Vocational College's membership of the Scheme.
- 1.8 A learner may choose either:

#### **The VET Course Assurance Option:**

Under the VET course assurance option, a learner will be offered a place in a similar VET course of study by ACPET. If the learner accepts this option, ACPET will make all necessary arrangements to ensure the learner is able to enrol with the second provider in the similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the learner to pay the second provider any tuition fee for any replacement VET units (that is, units that the learner had commenced but not completed because the VET course ceased to be offered). A VET learner will receive full credit from the Second Provider for any VET units of study successfully completed at Smart City Vocational College Pty Ltd.

The second provider nominated by ACPET may have different tuition fees to the fees the learner would have paid for VET units of study which were part of the VET

course of study the Smart City Vocational College Pty Ltd ceased to provide but which the learner had not yet started studying.

A learner is not obliged to enrol in a VET course of study with a second provider offered by ACPET under the VET Course Assurance Option. However, if he/she enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the Smart City Vocational College Pty Ltd or to offer replacement VET unit/s free of charge.

#### **The VET Tuition Fee Repayment Option:**

Under the VET Tuition Fee Repayment Option, ACPET undertakes to pay the learner the total of any up-front VET payments already paid by the learner for any VET units of study the learner has commenced but not completed because the VET course ceased to be offered. Learners selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

1.9 This Statement of VET Tuition Assurance will be made public to learners on Smart City Vocational College Pty Ltd.'s website [www.smartcitycollege.edu.au](http://www.smartcitycollege.edu.au)

1.10 Smart City Vocational College Pty Ltd will also advise learners about where the Statement of VET Tuition Assurance may be obtained from as part of their enrolment information.

## **2. Scope**

This policy and procedure applies to employees of SC Admin Pty Ltd ATF SC Administrative Trust and its associated entities, including Smart City Vocational College Pty Ltd

This statement of VET Tuition Assurance meets the VET Guidelines 2015 and the Statement of VET Tuition Assurance template as provided on the Department of Education and Training website.

## **3. Definitions**

All definitions are detailed in the Glossary contained at the back of the Policy and Procedure Manual.

**Learner** for the purpose of this policy, the term 'learner' shall be deemed to be interchangeable with the term 'student'.

## 4. References

Standards for Registered Training Organisations (RTOs) 2015  
 Standard 4 – Clause 4.1  
 Standard 5 – Clause 5.2  
 VET Guidelines 2015

## 5. Change Control Record

<b>Date</b>	15th July, 2015
<b>Version</b>	Version 1.2
<b>Description</b>	Updated to reflect the new Statement of VET Tuition Assurance template
<b>Author</b>	Ferne Robinson

## 6. Supporting Documentation

Item	Reference
<b>Forms</b>	
Course checklist	
PCCQ – Pre Course Commencement Questionnaire	
VET FEE HELP Withdrawal Form	
VET FEE-HELP Deferral Form	
ISSO Deferral Form	
Assessment Activity Report	
Request for Issuance of Award	
Assessment Activity Report	
Request for Issuance of Award	
<b>Related Policy</b>	
VET FEE HELP Policy	
Training and Assessment Policy	
Withdrawal Policy	