

## Student Transfer Policy

### **Purpose**

MCC is required to satisfy various requirements under the Skills Victoria Funding Contract 2016 in the event the Department of Education (The Department) requests MCC to transfer any student to another RTO.

This policy meets the requirements of the SVTS obligations under the VTG 2016 Contract which requires a RTO to transfer students if instructed by the Department.

### **Scope**

The policy applies to all VTG funded students currently enrolled with MCC.

### **Definitions**

### **Policy**

#### 1. Student transferring to another registered provider

##### 1.1 MCC will not enrol a student wishing to transfer from another RTO except where:

- ☐ the original registered provider has ceased to be registered;
- ☐ the course in which the student is enrolled has ceased to be registered;
- ☐ the original registered provider has provided a written letter of release;
- ☐ the original registered provider has had a sanction imposed on its registration by ASQA that
  - prevents the student from continuing his or her principal course; or
  - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

1.2 If any of the above conditions apply, MCC can enrol a student before they have completed six months of their principal course.

1.3 The restriction to not enrol transferring students also applies to any prerequisite courses in a package of courses.

## Procedure

### 2. Students transferring to another registered provider under instructions of the Department

- 2.1 Students must transfer to another RTO if the RTO is instructed to do so by the Department under MCC's obligations under the VTG 2016 Funding Contract.
- 2.2 All decisions made with regard to student's transfer to another RTO are subject to the conditions imposed by the department.
- 2.3 A transfer shall occur and MCC shall use its best endeavours to ensure a smooth transition.
- 2.6 The transfer ordered by the Department is mandatory from MCC perspective.
- 2.7 There is no cost or charges to the student when the transfer occurs.

### Apprentice/Trainees transferring to another RTO

If an apprentice/trainee wishes to transfer to another RTO MCC shall:

1. notify the Victorian Regulation and Qualification Authority (VRQA),
2. notify the employer
3. Issue a statement of attainment for all units of competency completed
4. Notify the apprenticeship support centre

### Informing students

MCC shall notify all effected students by email of the request by The Department to transfer them to another RTO and a public notice shall also be available on MCC's website at <https://macquarieeducation.edu.au>

Students will be kept informed on a timely basis

## VERSION CONTROL

### Review/ amendment history

**Policy Approved by:** Chief Executive Officer / RTO Manager

**Responsible Officer:** Chief Executive Officer / RTO Manager

**Next Policy Review Date:** July 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	July 2015	No material updates

3.0	July 2016	No material updates