

Kaplan Professional Training Product Discontinuation Policy

Kaplan Education Pty Ltd



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Training Product Discontinuation Policy

This policy is current as at 21 June 2019.

Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional. The policy applies to all Kaplan Professional staff involved in the management and provision of vocational education and training (VET) products and services for students and clients.

Purpose

This policy is intended to ensure that, if Kaplan Professional makes a business decision to stop delivering a vocational education and training (VET) qualification, course, unit of competency or skill set (training product), appropriate strategies and plans are put in place to manage the completion, transfer or exit of students currently enrolled in the training product.

This policy outlines the circumstances by which it may be determined that a training product will no longer be delivered by Kaplan Professional. This may occur if a course is deemed to be no longer required, such as a result of external factors such as government or industry decisions, or where the training product has no students enrolled and Kaplan Professional no longer wants to offer the product to students. In these circumstances, Kaplan Professional has a commitment to its VET students and will provide timely and considered advice to them on how it will impact on their study options.

Training products which are impacted by a change in the relevant training package, and subsequently discontinued by Kaplan Professional, are dealt with in accordance with the Training Product Transition policy.

Decision to discontinue and student options

Before a training product is deemed discontinued, the product will be reviewed and considered for discontinuation in accordance with the approval process set out in Appendix 1 to this policy.

The Head of Learning & Delivery will review the proposal to discontinue the training product and develop a discontinuation plan for consideration and approval by the CEO — Kaplan Professional. The plan will outline the details of the training product to be discontinued, the rationale for doing so, the potential impact to students (if any) and the time frame for cessation of delivery and assessment, and options available to currently enrolled students.

The options available in relation to a discontinuing training product include:

- Providing a refund in alignment with the Refund and Transfer policy.
- Facilitating the completion of each student's training and assessment within the cessation time frame
- With their written agreement, transferring students to another suitable course delivered by Kaplan Professional
- With their written agreement, transferring students to another appropriate training provider for completion of their course of training and assessment.

Notification to students

At the soonest possible date after a decision is made, all currently enrolled students will be notified of the decision to discontinue the training product in writing and of the options available to them.

Kaplan Professional will make available individual course counselling for those students who need advice on their specific completion pathway and study plan, or discontinuation plan. Students will be required to approve their agreed study or discontinuation plan and any variations to the arrangements.

Student rights

Notwithstanding the content of this policy or any related procedure, students retain their rights as consumers under applicable consumer protection legislation.

Students also retain their rights under Kaplan Professional's Refund policy and Complaints and Appeals policy.

Related documents

- Training Product Transition policy
- Refund policy
- Complaints and Appeals policy.

Related legislation and guidelines

Standards for Registered Training Organisations (RTOs) 2015 v2 — Clauses 5.2, 5.3, 5.4.

Version control and accountable officers

The owner of this policy with responsibility for the implementation and relevant training of is the Head of Learning & Delivery — Kaplan Professional.

Policy category	Quality Standards			
Document owner	Head of Learning & Delivery			
Review date	June 2022			
Approved by	Head of Learning & Delivery — Kaplan Professional National Manager — ASQA Quality Assurance & Compliance		Authorised by CEO — Kaplan Professional	
Change and version control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Head of Learning & Delivery	New procedures	31/3/2016	1/4/2016
2.0	Head of Learning & Delivery	Updated procedures	9/3/2018	3/9/2018
2.1	Head of Learning & Delivery	Updated procedure	20/6/2019	21/6/2019

Appendix 1: Approval process for training product discontinuation

What training products and/or units of competency on scope will be discontinued?						
Date:						
Training product or unit of competency	Rationale	Time frame to cessation of delivery and assessment	Options for currently enrolled students			
			Cancel and manage funding	Complete	Transfer within RTO	Transfer to another provider
Approvals process						
<p>Step 1: Head of Learning & Delivery for consideration and approval of the discontinuation proposal</p> <p>Step 2: Chief Executive Officer, Kaplan Professional for approval of the discontinuation and request for an update of the RTO's scope of registration (as necessary)</p> <p>Step 3: National Manager — ASQA Quality Assurance and Compliance for consultation (as required) and update of the RTO's scope of registration (as necessary).</p>						