

## POLICY

<b>Re-enrolment</b>			
Standard 5	STD 5.2	<b>Policy No.</b>	<b>RTO.S5-POL-003</b>
		<b>Related Procedure No.</b>	<b>RTO.S5-PRO-003</b>
<b>Policy Owner</b>	Ferne Robinson, Compliance Manager		
<b>Scope</b>	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
<b>Date of approval</b>	01.10.19	<b>Review Date</b>	30.09.21
<b>Change Control</b>	Reviewed as continuous improvement		
<b>Version No.</b>	1.2		
<b>Related Policies</b>	Enrolment Policy Refund Policy Complaints and Appeals Policy Participant handbook Credit Transfer Policy Course withdrawal/cancellation Policy Transition from superseded training products Policy		

### 1. Overview

The purpose of this policy is for participants who have previously enrolled in a course or courses with Risk Management Training Solutions and who wish to re- enrol in a course of study with Risk Management Training Solutions in compliance with Standard 5 of the Standards for Registered Training Organisations (RTOs) 2015.

### 2. Policy

#### 2.1 Where a participant has:

- Withdrawn or cancelled their enrolment in a course of study; or
- Been unable to complete the course within the specified course duration and their enrolment has expired;



The participant will need to re-enrol in the course of study to obtain the course Qualification or Statement of Attainment.

- 2.2 Additional fees for study not previously completed will be incurred by the participant. The participant will be eligible to pay a re-enrolment fee as well as fees for each unit of competency enrolled to complete all study requirements. Fees will be calculated and payable prior to re-enrolment.
- 2.3 RMTS will only accept re-enrolment into a course within six (6) months from the date of withdrawal.
- 2.4 Application for re-enrolment must be initiated by the participant and made in writing by completing the Re-enrolment Application form.
- 2.5 Re-enrolments will be approved at the sole discretion of RMTS senior management. There may be conditions under which RMTS cannot approve a re-enrolment application.
- 2.6 Where a participant is enrolled in a course that has an unmovable end date (e.g. superseded qualification) the participant will not be able to apply for a re-enrolment end date that extends beyond the teach-out date for that Qualification. *For further information, please refer to the Transition of Superseded Qualifications Policy.*

### **3. Definitions**

Re-enrolment – the action or process of enrolling again into the same course of study.

### **4. References**

Standards for Registered Training Organisations (RTOs) 2015  
Standard 5