

Document title:		Exit Points Policy
Approving authority:		Board of Directors
Related policies:		Regulatory Requirements Policy Application and Admissions Policy Exit Points Policy Refund Policy Transition and Teach-Out Management Policy Qualification Issuance Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This Exit Points Policy outlines the process and requirements for students seeking to exit their course at ITAC prior to completion. ITAC's courses are designed using an integrated approach, which offers numerous advantages but also affects the availability of exit points in the course structure.

2. Scope

This policy applies to all students enrolled in ITAC courses, as well as staff and management responsible for course design and delivery.

3. Purpose

The purpose of this policy is to inform students of the limitations and requirements associated with exit points in ITAC courses, ensuring they understand the implications of withdrawing from a course before completion.

4. Policy Statement

ITAC delivers qualifications using an integrated approach. This means students can move through their course faster but cannot exit their program early and receive a qualification or statement of attainment. ITAC is committed to ensuring that students understand this structure so they can make a decision as to whether ITAC is the most suitable RTO for them.

5. Policy details

Integrated Approach

ITAC's courses are designed using an integrated or holistic approach, which maps evidence against each unit of competency across various tasks within the course. This approach reduces repetition and completion time, but it also means that no exit points are available until all assessments have been satisfactorily completed, including placement. Integrated courses are also known as holistic courses.

Practical Skills and Work Experience

In CHC qualifications, students must demonstrate both theoretical and practical skills and knowledge. Practical skills can only be adequately demonstrated in the workplace, and a minimum of 100 hours work experience is required by the government. This requirement cannot be negotiated, replaced, or appealed as it is legally mandated for all providers across Australia.

As each unit requires a practical component, students cannot be issued a Statement of Attainment without successfully completing the required assessment tasks and hours.

Statement of Attainment Limitations

If a student withdraws from their course before completing all assessments, including the required work placement and all necessary aspects related to the placement, they will not receive a Statement of Attainment.

Certificate of Participation

In certain circumstances, it may be appropriate to provide students with a Certificate of Participation. This may occur, for example, when a student has completed a substantial part of their course but must withdraw due to circumstances out of their control i.e. medical reasons. Normally, these are only issues for students who complete most of the practical and all assessment.

6. Training and Review

This policy will be reviewed regularly to ensure it remains aligned with the Standards for RTOs and current best practices. Staff will be trained in the implementation of this policy during their induction and as required during their employment with ITAC.
