

DEFERRING TRAINING, DISCONTINUING TRAINING OR TRANSFERRING – APPLICATION FORM

SMART AND SKILLED

Student Name			
Employer (if applicable)			
Address			
Mobile			
Email			
Course			
Course Start Date			
Trainer			
I would like to:			
<input type="checkbox"/>	Defer my training	Length of deferment required:	
<input type="checkbox"/>	Transfer to another training provider	Reason for transfer:	
<input type="checkbox"/>	Discontinue training	Date training will end:	
Reason for Deferment or Discontinuation of Training:			
Any other comments:			
Student Signature			
Date			

Linked 2 Office				
Deferral approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Comments:
Paperwork processed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		
Linked 2 Staff Name				
Staff Signature				
Date				

DEFERRING STUDENTS	
Student notified Linked 2 in writing of their wish to defer	<input type="checkbox"/>
Linked 2 determined and implemented processes to support the student to continue their training rather than defer	<input type="checkbox"/>
Briefly outline strategies and processes implemented below:	
If the student still wished to defer:	
Linked 2 notified the student within three days of the outcome of their deferral request	<input type="checkbox"/>
Linked 2 advised the student of the fee implication of deferring their studies (where relevant)	<input type="checkbox"/>
Linked 2 confirmed with the student that if they do not recommence subsidised training within a 12 month period of deferral they are considered to have discontinued their studies	<input type="checkbox"/>
Deferral has been granted for no more than 12 months	<input type="checkbox"/>
Linked submitted the relevant Training Activity Data and updates both:	<input type="checkbox"/>
The end dates for any Unit of Competency for which a UoC Outcome Code of 70 has been reported	<input type="checkbox"/>
The start date and end date for any Unit of Competency which has not been commenced	<input type="checkbox"/>
Put on file: records of all requests for and notices of deferral, along with evidence of all deferrals made	<input type="checkbox"/>

DISCONTINUING STUDENTS	
Ascertained if the reason for discontinuing relates to the performance of Linked 2	<input type="checkbox"/>
Ensured that reasonable efforts are made to address concerns of the student related to the delivery and assessment of training	<input type="checkbox"/>
Obtained formal notification from the enrolled student of the date the training will end	<input type="checkbox"/>
Ensured any refunds owed were paid, in accordance with the Fee Administration Policy	<input type="checkbox"/>
Issued to the student a Statement of Attainment and associated transcript for completed Units of Competency within 30 days of notification of the discontinuance	<input type="checkbox"/>
Issued an updated Training Plan to the student listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced	<input type="checkbox"/>
Returned results of any outstanding completed training activities and/or assessments to the student	<input type="checkbox"/>
If the participant is an Apprentice or Trainee, followed the process required for the change of RTO named on the Training Contract.	<input type="checkbox"/>
Submitted Training Activity Data to finalise the record and, if eligible, receive any further payments of subsidies and loadings	<input type="checkbox"/>
Put on file: records of all requests for and notices of discontinuation, along with evidence of all discontinuations made, including evidence that Linked 2 has fulfilled its obligations according to the contract	<input type="checkbox"/>

ENROLLED STUDENT TRANSFERRING OUT		
<i>In the event that Linked 2's Smart and Skilled contract is terminated or suspended</i>	Advise the student of forthcoming termination of the funding contract or of ending the delivery of subsidised training	<input type="checkbox"/>
	Provide options to the student for continuing training:	
	<ul style="list-style-type: none"> • Referred the student to the Smart and Skilled website to identify an alternative RTO who can provide subsidised training 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Referred the enrolled student to the local Training Services NSW Regional Office for assistance 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • The enrolled student opted to remain with Linked 2 and continue training on a "fee for service" basis or alternative arrangement 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • An alternative provider was suggested to the student 	<input type="checkbox"/>
For all students transferring out:		
Advised transferring student of any fee arrangements in accordance with the Fee Administration Policy		<input type="checkbox"/>
Issued Statements of Attainment/Qualification credentials reflective of the student's actual training and assessment progress to date		<input type="checkbox"/>
Issued a current statement of fees and receipt of payments to the student		<input type="checkbox"/>
Issued an updated Training Plan listing all units of competency where an outcome has been achieved, commenced but not completed and/or not commenced		<input type="checkbox"/>
Ensured any refunds owed were paid, in accordance with the Fee Administration Policy		<input type="checkbox"/>
Returned results of any outstanding completed training activities and/or assessments to the student		<input type="checkbox"/>
If the participant is an Apprentice or Trainee, followed the process required for the change of RTO named on the Training Contract.		<input type="checkbox"/>
Submitted Training Activity Data to finalise the record and, if eligible, receive any further payments of subsidies and loadings		<input type="checkbox"/>
Put on file: records of all requests for and notices of discontinuation, along with evidence of all discontinuations made, including evidence that Linked 2 has fulfilled its obligations according to the contract		<input type="checkbox"/>