Completion POLICY

# Policy

MBA Group Training will ensure all students have the best possible chance of completing the qualification they have enrolled into. This includes ensuring suitability of the candidate, providing support and follow up. Fee for Service Students have a maximum of five years from enrolment date to complete the qualification they are enrolled into. This includes completion of all assessments to be able to be deemed competent. If the student does not complete the qualification within the five-year period they will be required to enrol, pay and complete again. The student may be eligible for recognition of prior learning.

Students enrolled into a program within a training contract are required to complete their training within the terms of their training contract or an extension may be applied for.

MBA Group Training will ensure all students who are completing a qualification will have a completion checklist completed. All documents will be completed and stored with student file and kept in accordance with records act.

# Procedure

## Apprentices

Trainers will speak to the funding officer regarding completion of an apprentice. If the student is a User Choice apprentice, the funding officer will contact the employer and apprentice and arrange a date for sign off. The funding officer will arrange all documentation to be signed and record results in VETtrak. Once completed the funding officer will complete apprentice file and issue the apprentice with their award.

If the student is an MBA apprentice, the funding officer will liaise with Field Officers, Apprentice and Host employer to arrange a time for sign off. Once completed the funding officer will arrange all documentation to be signed and record results in VETtrak and will then complete apprentice file and issue the apprentice with their award.

A completion checklist will also be complete for any student and kept in the student file.

## FeE for Service

Course Coordinators will enter results from assessments when received from assessors. On completion of the final unit of competency the course coordinator will then award the student the qualification, copy and place in student file and contact student regarding their completion and arrange for certification to be posted or collected. Collection of qualification will only occur if the qualification has been paid for in full.

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| **Responsibility: Commercial Director, Safety Manager, Field Service Manager, Staff, Trainers**  **Approved:** Oct 2020    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_  **Liz Nair** Commercial Director |