

POLICY S12.0

VET STUDENT LOANS: PROGRESSION AND REPEATS

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) is a Registered Training Organisation (AIM VET 0049) and an approved VET Student Loans (VSL) provider, offering nationally recognised courses and courses on the Commonwealth Government VET Student Loans Approved Courses List, published in the [VET Student Loans \(Courses and Loans Caps\) Determination](#).

1.2 Purpose

The purpose of this policy is to outline how AIM manages and supports VET Student Loan students who:

- Fail an assessment or unit of competency and
- May need to repeat an assessment or assessments in a unit of competency.

It also provides information on how this may affect their course progression and VSL debt.

1.3 Scope

This procedure applies to AIM students accessing VSL at AIM for approved VSL courses, AIM staff including contractors and employees of any Third-Party Partners.

2.0 RESPONSIBILITIES

All those referred to under the Scope of this procedure are responsible for complying with the terms of this policy and related policies including the Assessment, Student Progression, and Complaints and Appeals policies.

3.0 POLICY

3.1 Principles

A. Student Engagement and Progression

1. Students are required to engage in the course by completing activities, attending workshops, and webinars, and submitting assessments as per their study plan to progress through the Units of Competency (UoC) and to the next Unit of Study (UoS).
2. If students do not fully engage in the UoC following the start date of the course and do not submit all assessments, they will be given a 'fail' or non-competent result. These students will be asked if they wish to:
 - a. continue in the course and incur a VSL debt for the repeat UoC if they have sufficient course cap /HELP loan amount OR
 - b. continue in the course and pay the repeat fee themselves as they have insufficient HELP loan amount to pay the repeat fee OR
 - c. have their enrolment cancelled by following the AIM VET Student Loans Withdrawal and Re-Credit Procedure AND
 - d. take steps to stop their VET Student Loan debt with the Commonwealth.

B. Assessment Repeats

1. Students have two (2) attempts at an assessment at no additional cost.
2. At the second assessment attempt, a Support Plan will be discussed with the student.
3. If students seek a third and fourth opportunity to redo or submit an assessment, this will incur a fee.

C. Unit of Competency (UoC) Fail/Repeat

1. If students fail at the fourth attempt of an assessment in a UoC, they will need to repeat the whole unit and pay a repeat fee.
2. The repeat fee for the UoC will be proportional to the Unit of Study (UoS) fee but less than the first attempt as per VSL Rules.
3. A Student Support plan must be developed and implemented for a UoC repeat.

D. Progression to the next Unit of Study (UoS)

1. If a student fails one UoC only in a UoS, that is they have successfully completed all the assessments in all the other Units of Competency in the UoS, the student may be allowed to continue to the next UoS with the original cohort.
2. The student may be able to complete the failed UoC at the same time as the current UoS or have the option to complete it with the next cohort if this opportunity arises.
3. A discussion of the risks of progressing to the next UoS will occur. The analysis will consider:
 - a. Any prerequisite knowledge and competency obtained from successful completion of the failed UoC to successfully undertake the next UoS
 - b. The level of complexity of the next UoS
 - c. The opportunity to repeat the failed UoC.

4. If students are allowed to continue into the next UoS, a Student Support plan must be developed and implemented.

4.0 DEFINITIONS

- Engagement** Is defined as when a student participates in learning activities, webinars, workshops and completing assessments in the course.
- Fail** Is defined as when a student has not completed the requirements of a Unit by not demonstrating competency in the assessments.
- Unit of Competency** The smallest component of a Training Package that can be assessed and recognised. It describes the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function.
- Unit of Study** Specified cluster of Units of Competency as outlined in the Schedule of Fees for approved VSL courses.
- VET Student Loans** The VET Student Loans program is an Australian Government loan program that helps eligible students pay tuition fees for approved courses at diploma level or above, at approved course providers.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- AIM Assessment Policy
- AIM Complaints and Appeals Policy
- AIM Student Progression Policy
- [AIM Terms and Conditions](#)
- AIM VSL Student Loans Tuition Fee and Refunds Policy
- AIM VET Student Loans Withdrawal and Re-Credit Procedure
- Standards for RTOs 2015
- VET Student Loans Act 2016
- VET Student Loans Rules 2016

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	New
Approval Authority	Chief Executive Officer
Date of Approval	15 January 2024
Effective Date	16 January 2024
Implementation Owner	Head of Academic Delivery

Maintenance Owner	VET Compliance and Operations Manager
Review Due	30 January 2026
Content Enquiries	Sandy Jagdev Email: sandy.jagdev@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
1.0	15/01/24	VET Compliance and Operations Manager	New Procedure