

Student Reservist Support Policy

1. Objectives – Policy Statement

1.1
TAFE NSW supports learners who are members of the Defence Reservists and adopts special provisions to ensure they are not disadvantaged academically or financially as a consequence of participation in Defence Reserve activities.

1.2
The policy aims to provide a framework for special consideration to be granted to learners in Defence Reservists with regard to attendance, enrolment and return to study, availability of study materials and assessment requirements.

2. Audience and Applicability

2.1
TAFE NSW learners who are members of the Defence Reserves.

2.2
TAFE NSW Region staff who manage and provide support to learners who are members of the Defence Reserves.

3. Context

3.1
A learner who is a volunteer member of the Defence Reserve and as such is required to attend one or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special consideration with regard to attendance and assessment requirements. In these circumstances the learner shall provide the Regional General Manager with a statement signed by an authorised officer of the Defence Force Reserve detailing the times when attendance at the camp or training course is to take place. The Regional General Manager will ensure that the relevant Regional Officers are notified of the approved absence which will not disadvantage the learner in terms of any compulsory attendance requirements.

3.2
A learner who's Defence Reserves service commitments impact negatively upon their attendance and assessment performance may apply in writing for special consideration to withdraw from the course without academic penalty (that is, without a grade or fail on their academic record for units being undertaken). Such written request must be submitted before the end of the study period via the TAFE NSW Withdrawal form to the Regional General Manager.

3.3
In the event a learner who is a Defence Reservist is forced to withdraw and discontinue from study in order to undertake full-time service, TAFE NSW will refund the learner's student fee in accordance with existing refund guidelines. A formal notification of withdrawal, via the TAFE NSW Withdrawal form, is to be submitted by the Reservist learner.

3.4
The following documents relate to this policy:
Smart and Skilled Fees Administration Policy
NSW Government Subsidised Training – Fees & Refunds – TAFE NSW
Assessment policy and related guidelines

3.5 Document History and Details

Implementation Date – 1 January 2011
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Approval Date – 1 January 2011
Approving Officer – General manager, TAFE NSW customer support
Superseded Documents – not applicable

Document History
Main Changes Since Previous Version

Policy Contact
Learner inquiries should be directed to the Regional Administration office at the learner's college of enrolment.

Institute inquiries regarding the implementation of this policy should be directed to TAFE NSW Student Services.

NSW TAFE Commission Reference Numbers: Not applicable

SCIS Number: Not applicable

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4. Responsibilities and Delegations

4.1
TAFE NSW Regions are responsible for the effective administration and implementation of this policy and mandatory procedures.

4.2
TAFE NSW Student Services is responsible for maintenance of this policy.

5. Monitoring, Evaluation and Reporting Requirements

5.1
TAFE NSW Student Services will monitor and evaluate the implementation of this policy and report as required.

5.2
The policy will be reviewed on an ongoing basis with representation from TAFE NSW Regions.

6. Contact

Learner inquiries should be directed to the Regional Administration office at the learner's college of enrolment.
Institute inquiries regarding the implementation of this policy should be directed to TAFE NSW Student Services.