

# Skills First Funded Student Obligations

Before you accept your Letter of Offer please be advised as a recipient of Skills First funding, you are required to fulfill specific obligations related to the completion of your course.

## Attendance

- You MUST be in the state of Victoria for all class attendance and assessments. You cannot attend classes or perform assessments interstate or internationally. This is a Skills First funding and RTO regulator requirement. Identification of attendance or assessment completion outside of Victoria will result in the cancellation of your funding and you will be required to cover the costs, or you may be withdrawn from the course.
- You must attend all scheduled classes, workshops, and assessment days as outlined in your course timetable.
- In the event that you are unable to attend a class or assessment day, you must inform your trainer or ANMF (Vic Branch) Education Centre as soon as possible, providing a valid reason for your absence. Supporting documentation (e.g., medical certificate) may be required for prolonged or frequent absences.
- If you are absent for more than 50% of the cluster schedule and receive a Not Yet Competent outcome you may be required to repeat the unit(s) or cluster at your own expense.
- You are required to actively participate in all classroom activities, group discussions, and practical sessions. Non-engagement in these activities will result in a non-attendance being recorded, which can contribute to the point above.

## Academic Progress

- This is a scheduled synchronous course, you cannot work at your own pace.
- You must complete and submit all assessments by the specified deadlines. No submissions will result in an automatic 'Not Yet Satisfactory' result and will count as an assessment attempt, for any attempt number (first, second or final). Refer to our Assessment Policy for more information.
- If you require an assessment extension, you MUST submit a valid Extension Form prior to your due date. When no extension form is received, and therefore, no submission by the due date, an automatic 'Not Yet Satisfactory' result will occur and will count as an assessment attempt, for any attempt number (first, second or final). Refer to our Assessment Policy for more information.
- If you do not adhere to your assessment deadlines or do not have an approved extension, and you have reached your final attempt, and have received three (3) Not Yet Satisfactory outcomes, you may be withdrawn or required to repeat the unit(s) or cluster at your own expense.
- Non-engagement from the course such as not attending class, not submitting assessments and no communication for 45 days may be considered as an abandonment of studies. ANMF (Vic Branch) Education Centre will contact you prior to any withdrawal of the course.

### Communication

- ANMF (Vic Branch) Education Centre is here to support you to complete your course.
- It is your responsibility to contact ANMF (Vic Branch) Education Centre if you require assessment extensions, individual learning plans and additional learning considerations or time away from learning.

### Progress Reviews

- If you have been provided with an Individual Learning Plan you are required to adhere to the learning plan requirements and deadlines.

If you do not adhere to any of the above obligations ANMF (Vic Branch) Education Centre reserves the right to withdraw you at our discretion.

Please contact ANMF (Vic Branch) Education Centre to clarify your obligations as a Skills First funded student if you have any concerns or questions.