

Document number	AMTAP21
Version	2.3
Date of issue/revision	Sept 2026
Date of review	Sept 2029
Dev by /Reviewed by	RTO & LDM
Approved by	RTO CEO

Student Completion of Accredited Training Policy

1 Purpose

This policy supports Aspen Medical Pty Ltd RTO #88188 (Aspen Medical Training)'s commitment to providing quality training by following the Principles of Assessment and Rules of Evidence.

As per the Rules of Evidence [Table 8.2](#), assessment evidence presented to an assessor documents and demonstrates a Vocational Education and Training (VET) student's current skills and knowledge. This policy clarifies the completion timeframe expectations as part of the Terms and Conditions of Enrolment.

2 Background

Under the Standards for RTOs 2025, Aspen Medical Pty Ltd RTO #88188 (Aspen Medical Training) is required to implement an assessment system that ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgment of VET student competency. Performance indicators for this Outcome Standard include:

- assessment system facilitates assessments, which must be conducted in accordance with the principles listed in [Table 8.1](#); and
- assessors make individual assessment judgments that are justified based on the rules of evidence listed in [Table 8.2](#).

3 Scope

This policy applies to students undertaking accredited training and assessment conducted by Aspen Medical Training. This policy stipulates that specific units of competency have a set completion timeframe. The completion timeframes are listed in sections [5.1](#), [5.2](#) and [5.3](#) below.

4 Definitions and Abbreviations

Term/Abbreviation	Definition
Assessor	A person who determines a VET student's competency for, or on behalf of, an NVR registered training organisation.
Assessment	The process by which a National VET RTO (NVR) registered training organisation, or a third-party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product. These include: eLearning and online Knowledge Assessments.

	b. In person learning and Knowledge Assessments. c. Practical Assessments.
Assessment System	A coordinated set of documented policies, procedures and assessment tools designed to ensure that assessment, including recognition of prior learning, produces consistent and valid judgements of VET student competency and meets the requirements of the Standards for RTOs.
Australian Skills Quality Authority (ASQA)	The 'Australian Skills Quality Authority' is the national regulator for the Vocational Education and Training sector in Australia.
National VET Regulator (NVR)	The National VET Regulator is the Australian Skills Quality Authority.
RTO	A 'Registered Training Organisation' is a provider and assessing institution of nationally recognised training which has been registered by the National VET Regulator under the 'National Vocational Education and Training Regulator Act 2011' to: a. deliver and assess nationally recognised training, b. issue nationally recognised qualifications and statements of attainment, and c. apply for government funding to provide VET services.
Standards for RTOs	The standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011 comprising the: a. Outcome Standards b. Compliance requirements c. Credential Policy
Student	A person undertaking Vocational Education and Training.
VET	'Vocational Education and Training' refers to skill-based education that prepares individuals for specific jobs or industries. It's practical, hands-on learning delivered by Registered Training Organisations (RTOs) such as Technical and Further Education (TAFE), private colleges, and some schools. VET leads to nationally recognised qualifications—from Certificate I to Advanced Diploma—and covers fields like trades, health care, hospitality, and more. It's designed to meet workforce needs and often includes workplace-based training.

5 Policy

5.1 Incomplete eLearning and Knowledge Assessments

Students have 60 days from the date of their Practical Assessment Workshop to finalise any outstanding assessment requirements, including paper-based or online-based Knowledge Assessments.

Upon the 60-day period lapsing, the student's enrolment may be cancelled.



5.2 Incomplete Practical Assessments

Where a student has commenced or completed their paper-based or online-based Knowledge Assessments and is unable to attend their scheduled Practical Assessment Workshop, a revised Practical Assessment Workshop must be booked within 90 days of the original Practical Assessment Workshop date.

Upon the 90-day period lapsing, the student's enrolment may be cancelled.

5.3 Cancellation of Lapsed Enrolment

The Enrolment Period for all units of competency on the RTO's scope of registration is 180 days. Where a student enrolls in a course and does not complete or does not commence the course within the enrolment period, their enrolment will be cancelled under this policy.

5.4 Schedule of Completion Timeframes

Completion timeframe requirements are applied as follows to each unit of competency.

Unit of Competency	Completion Timeframe Requirements
HLTAID009 Provide cardiopulmonary resuscitation HLTAID010 Provide basic emergency life support HLTAID011 Provide First Aid HLTAID014 Provide Advanced First Aid HLTAID015 Provide advanced resuscitation and oxygen therapy UETDRMP018 Perform rescue from a live low voltage panel	a. 5.1 b. 5.2 c. 5.3
PUAEME008 Provide pain management HLTWHS005 Conduct manual tasks safely	a. 5.3

5.5 Fees

There will be no transfer or refund of student fees by Aspen Medical Training for enrolments cancelled under this policy. For more information on refunds and cancellations, refer to the 'AMTAP02 Refund and Cancellation Policy' which is publicly available on our website.

5.6 Extension requests

Any requests for extensions to these timeframes must be submitted in writing to training@aspenmedical.com for review.

6 Complaints and Appeals

Students may make a complaint or appeal a cancellation of their enrolment by following the AMTAP08 RTO Complaints and Appeals Policy and 'AMTAHB01 Student Handbook', which is publicly available on our website.

7 Responsibilities

7.1 Aspen Medical Training

- a. Ensure that students are aware of the Terms and Conditions of Enrolment and their obligations under this policy by:
 - (i) Maintaining publicly available information on our website for students to view pre-enrolment.
 - (ii) Providing access to information during the pre-enrolment process.
 - (iii) Providing access to information during enrolment.
- b. Notify the student of outstanding requirements via email in the form of three reminder emails before their enrolment is cancelled under this policy.
- c. Notify the student in writing by email of the cancellation of their enrolment under this policy.
- d. Respond to extension requests within 7 days.

7.2 Student

- a. At enrolment, students must provide current contact details, including a contact email address, so that they may be contacted throughout their enrolment.
- b. Students must provide a Unique Student Identifier (USI), unless exempt, to Aspen Medical Training at enrolment as per the 'AMTAP Unique Student Identifier Policy'.
- c. Where a student is unable to attend their scheduled Practical Assessment workshop, and there are no future scheduled workshop dates where the student can attend, it is the responsibility of the student to arrange the following to complete their Practical Assessment where required:
 - (i) Travel and accommodation to an approved Aspen Medical Training location.
 - (ii) Trainer fees, should a one-on-one Practical Assessment be required.
 - (iii) Equipment transport.
- d. If a student has extenuating circumstances, it is the responsibility of the student to submit a request for an extension by emailing training@aspenmedical.com. Requests will be reviewed by Aspen Medical Training and responded to within 7 days of receipt.

8 Schedules

The schedules below note the principles of assessment and rules of evidence as stated in Outcome Standard 1.4.

8.1 Principles of Assessment as per the Standards for RTOs 2025

Fairness	Assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary.
Flexibility	Assessment is appropriate to the context, training product and VET student, and assesses the VET student's skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge.

Validity	Assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting.
Reliability	Assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

8.2 Rules of Evidence as per the Standards for RTOs 2025

Validity	Assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product.
Sufficiency	The quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student's competency in the skills and knowledge described in the training product.
Authenticity	The assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student.
Currency	The assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge.

9 References

- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025