



Australian Institute *of*
Technology Transfer



AITT Student Engagement Policy

AITT RTO 50834

Supporting student participation, progression, wellbeing, and successful completion of training, in accordance with the Revised Standards for RTOs 2025.

December 2025

V3.0

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Policy Title: AITT Student Engagement Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 3**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to ensure that AITT maintains effective and consistent student engagement practices that support learner participation, progression, wellbeing, and confidence throughout their learning journey.

AITT recognises that regular contact and engagement are critical to learner success, particularly in self-paced, blended, online, and recognition of prior learning (RPL) delivery modes.

2. Scope

This policy applies to:

- All students enrolled with AITT training courses
- All delivery modes, including self-paced, blended learning, online delivery, and RPL
- All AITT facilitators, trainers, assessors, and staff involved in learner support and engagement

Qualificati on Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Policy Statement

AITT is committed to providing students with a positive, supported learning experience through structured and regular engagement.

AITT requires facilitators to maintain agreed and documented contact with students to:

- Encourage participation and progression
- Identify disengagement or risk early
- Provide appropriate support and re-engagement strategies

Engagement practices must be appropriate to the learner cohort, delivery mode, and individual learner needs, while ensuring records are maintained for compliance and continuous improvement purposes.

4. Principles of Student Engagement

AITT's student engagement approach is underpinned by the following principles:

- Engagement expectations are established early and agreed with the student
- Contact is regular, meaningful, and documented
- Engagement methods are flexible and learner-centred
- Early identification and support of at-risk learners
- Accurate records are maintained to demonstrate compliance

5. Roles and Responsibilities

Role	Responsibilities
CEO	Overall accountability for student engagement framework and compliance
Facilitators / Trainers	Maintain regular contact with assigned students, document engagement, and identify at-risk learners
Compliance Manager	Monitor engagement practices and records for compliance
Students	Participate in agreed engagement activities and notify facilitators of changes

6. Monitoring and Review

AITT monitors student engagement practices through:

- Review of facilitator records and Canvas engagement logs
- Team meetings and performance discussions
- Continuous Improvement processes

This policy is reviewed at least annually or in response to regulatory changes or identified risks.

7. Approval

Policy Title	AITT Student Engagement Policy
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	3
Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT