



CA PROGRAM

Candidate Enrolment Terms and Conditions

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Document Owner(s)	CA Program General Manager and Head of Education Risk and Compliance		
Approved by	Group Executive, Education and Learning	Date Approved	23 April 2020
		Date Commencing	23 April 2020

These enrolment terms and conditions (**Terms**) govern Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (**CA ANZ**) and each candidate enrolled in the Chartered Accountants Program (**CA Program**) (**you, or your or candidate**).¹

You acknowledge that you have read and agree to be bound by these Terms and Conditions upon submitting your Application form for the CA Program which is inclusive also of your application for Provisional Membership of CA ANZ (the **enrolment form**).

1. You declare the information provided in your enrolment form to be true and honest.
2. You declare that you meet the citizenship, residency, or visa requirements to enrol in the CA Program as set out in the CA Program Admission requirements published on the CA ANZ website (see www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant).
3. You have read and agree to comply with these Terms, and abide by CA ANZ's constitutional documents namely the CA ANZ Supplemental Royal Charter, By-Laws and Regulations (and the NZICA Rules if they apply to you) and any codes and standards as amended from time to time.
4. You have read and agree to comply with the CA Program's Candidate Code of Conduct and other applicable regulations, policies and procedures as amended from time to time. These are published on the CA Program's Policy page at www.charteredaccountantsanz.com/become-a-member/ca-program-policies.
5. If you have completed the "candidate assistance" section of the enrolment form, you have read and accepted CA ANZ's Assistance for Candidates Policy.
6. You accept that CA ANZ may notify the following of any actual or suspected breach by you of any of CA ANZ's Supplemental Royal Charter, By-Laws, and Regulations, (and the NZICA Rules if they apply to you):
 - (a) the organisation appearing in CA ANZ's records as your employer; and
 - (b) the individual appearing in CA ANZ's records as your mentor.
7. You accept that CA ANZ may notify the following of your enrolment, progress and performance in the CA Program modules²:
 - (a) the organisation appearing in CA ANZ's records as your employer; and
 - (b) the individual appearing in CA ANZ's records as your mentor.

¹ The CA Program consists of the CA ANZ's Graduate Diploma of Chartered Accounting (GradDipCA) and 3-years mentored practical experience with a CA ANZ approved employer.

² In these Terms the word 'module' has the same meaning as 'subject', 'unit', and 'unit of study'.

8. You agree that CA ANZ may, at its sole discretion, retain the original of any module assessment item submitted by you.
9. You agree that CA ANZ will not be obliged to return any assignments, examination scripts or other materials lodged by you with CA ANZ. If you require access to these, you understand that, due to the confidential nature of the examination papers and related materials, you will only be permitted an opportunity to view them under supervision, and in accordance with the CA Program [Candidate Assessment Review Policy and Procedure](#).
10. You agree that you will notify CA ANZ promptly through my *Provisional Membership record* in the *My CA web portal* if any of your details change, including if you change employers and/or mentors.

11. **Mandatory Provisional Membership of CA ANZ**

You understand that entry into the CA Program and as a Provisional Member of CA ANZ happen at the same time and are mutually dependent. CA Program candidates are required to maintain current Provisional Membership for the duration of their enrolment in the CA Program.

Details on Provisional Membership fees can be found on CA ANZ's CA Program Pathway to Membership page (see www.charteredaccountantsanz.com/become-a-member/memberships/chartered-accountant).

12. **CA Program course fees**

- (a) The annual tuition fee for the Graduate Diploma of Chartered Accounting course of study in the CA Program can be found on www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment.
- (b) CA ANZ will update the schedule of tuition fees in accordance with any changes to CA ANZ fees. As a candidate of CA ANZ, you will be liable for any increase in fees each year of study in the CA Program.
- (c) Fees are correct at the time of publication. CA ANZ reserves the right to vary its fees at any time.
- (d) Enrolled module fees must be paid in full by the module enrolment close date or the module enrolment will be automatically cancelled.

13. **Enrolment and Late Enrolment**

- (a) Candidates studying the CA Program part-time normally enrol in a maximum of one module a Term. Enrolment in up to two technical modules per Term is permitted for candidates who have maintained satisfactory course progress.
- (b) Candidates must complete the module named 'Capstone' as their final module enrolment and must have received their final technical module results before the commencement date of their *Capstone* module, unless otherwise advised on the [CA Program Timetable](#).
- (c) Late enrolments will be accepted up to the late enrolment closing date. If an enrolment is classified as a late enrolment, or a candidate transfers their enrolment to another module after commencement, no assessment extensions or assessment special consideration will be granted because of delayed access to materials. Late enrolment after a technical module's commencement date is normally not permitted. In evidenced extenuating circumstances the CA Program General Manager (or their authorised delegate) may approve a candidate's late enrolment in the Capstone module up to one week after the enrolment commencement date on application. All candidates enrolling in a module after the modules' published enrolment closing date will incur a late enrolment fee. In accepting these Terms acknowledge the conditions of a late enrolment.

14. **Repeat of Failed modules**

Should it be necessary for you to repeat a module to successfully complete the course, the full module must be retaken and the full module fee at the time of retaking the module is payable.

15. Credit recognition for prior learning

Where a CA Program candidate has been granted full credit towards one or more modules in their CA Program academic course studies in recognition of completed prior formal, non-formal and/or informal learning the approved credit will be displayed on their academic transcript in the form of an *exemption*³. See CA Program [Candidate Credit Arrangements Policy and Procedure](#) for further details.

16. Minimum time to completion

The CA Program's GradDipCA can be studied from one year full-time (depending on Term of commencement) to three years or more part-time. It can be studied at the same time as undertaking your three-years mentored practical experience or at a different time.

17. Maximum time to completion

All components of the CA Program must be completed consistent with [CA ANZ's Provisional Member requirements](#) in CA ANZ's constitutional documents in CA ANZ Supplemental Royal Charter, By-Laws and Regulations (including CR5 Provisional Members).

CR5.11 Provisional Member Duration requirements are:

- (a) If a person has been a Provisional Member of CA ANZ for a continuous period of 8 years, they will be automatically resigned from this form of membership.
- (b) If a Provisional Chartered Accountant who has not completed the Chartered Accountants Program has not enrolled in any module for a continuous period of 3 years, they will be automatically resigned from this form of membership.
- (c) Automatic resignation does not prevent an individual from reapplying to the Board for provisional membership.

18. Transfer to another module in the same Term

- (a) A CA Program candidate can transfer their module enrolment to another module in the same term/study period at any time up to the census date of their currently enrolled module and the late enrolment close date of the module being transferred into. See CA Program timetable for census dates and later enrolment close dates at www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment
- (b) Candidates transferring to another module as indicated at 18(a) will be required to pay any difference in enrolment fees. A transfer fee may be applied for transfers after commencement and before the census – see the Schedule of Fees www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment
- (c) Where the original enrolment fee is higher than the enrolment fee for the new enrolment, the difference in fees will be refunded or offset against the transfer fee.
- (d) To transfer to another module, candidates must enrol in their preferred module and then contact <mailto:assessment@charteredaccountantsanz.com> within 24 hours to request cancellation of the unwanted enrolment and transfer of paid fees.

19. Withdrawal and Refunds

If you have paid fees to CA ANZ for CA Program enrolment and subsequently wish to withdraw your enrolment, you will be subject to these Terms.

- (a) Notification of withdrawal from the CA Program and/or a CA Program module must be made by logging in to the *My CA web portal*, going to *My Education* and submitting a *Module Cancellation/Discontinuation* request through the *My Requests* feature.
- (b) You understand that if you lodge a request to withdraw from a CA Program module:
 - i. **on or before the module commencement date** you will be entitled to a full refund of any unspent module fees paid less an administration fee in Australia or New Zealand as set out in the Schedule of Fees www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment - such amounts representing CA ANZ's reasonable administrative costs)

³ Exemption is also known as advanced standing (AS) and recognition of prior learning (RPL).

for your currently enrolled module and will not receive an academic penalty for the withdrawn module. Your withdrawn module enrolment will not appear on your academic transcript;

- ii. **on or before the module Census Date** you will be entitled to a 70% refund of your module fees paid for your currently enrolled withdrawn module and will not receive an academic penalty for the withdrawn module. Your withdrawn module enrolment will not appear on your academic transcript;
- iii. **after the Census Date and before attempting the final assessment/exam** for the module, you remain financially liable for the module fee and will receive a “Fail Withdrawn” grade for that module which will appear on your academic transcript;
- iv. **after the Census Date and having attempted the final assessment/exam** for the module, you remain financially liable for the module fee and will receive a “Fail” grade for that module which will appear on your academic transcript;
- v. **if you fail your final technical module and need to withdraw from Capstone (i.e. Capstone backstop enrolment)** you will be entitled to a full refund of your currently enrolled Capstone module and will not receive an academic penalty for the withdrawn Capstone module;
- vi. **once your withdrawal is processed**, you will not be entitled to access the module materials or sit the module assessments.
- vii. As a result of administrative, third party and other costs incurred by CA ANZ, requests for refunds outside of the timeframes referred to in clauses 20(b)(ii-iv) of these Terms will only be considered in special circumstances and must be supported by medical or other documentation (see clause 21c of these terms).
- viii. As a result of administrative, third party and other costs incurred by CA ANZ, no refund is applicable for fees paid for supplementary exams, administrative services (e.g. late enrolment, enrolment administration) and non-tuition related fees (e.g. purchased texts, etc.), late enrolment

Payment of refunds

- ix. If you withdraw from a CA Program module, you may be entitled to a refund of the tuition fees paid for that module depending on when you notify CA ANZ of the withdrawal and circumstances resulting in cancellation, as set out below:
 - (a) You will be entitled to a full refund of any unspent module tuition fees paid less an administration fee in Australia and New Zealand as set out in the Schedule of Fees www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment (such amounts representing CA ANZ’s reasonable administrative costs) if withdrawing from a module on or before the date the module commences.
 - (b) If you withdraw from any module after its Census Date, and before attempting the final assessment/exam for the module, you remain financially liable for the module fee and will receive a “Fail Withdrawn” grade for that module which will appear on your academic transcript. You acknowledge that you are not entitled to a full refund in these circumstances due to the administrative, third party and other costs incurred by CA ANZ as a result of your cancellation.
 - (c) As a result of administrative, third party and other costs incurred by CA ANZ, requests for refunds outside of the timeframes referred to in clauses 19(b) and 11 of these Terms will only be considered in special circumstances and must be supported by medical or other documentation.
- x. Any refund due (if applicable) will be paid to the original payee and in the original payment method (e.g. to the same credit card used for the original module enrolment or, where a bulk enrolment code has been used for enrolment, paid directly to the organisation which issued the bulk enrolment code).
- xi. You understand that there is no option to defer, provide credit, or transfer module refunds or registration to another provisional member.

(c) **Withdrawal post census date due to special circumstances**

If you have withdrawn from a module after the census date, due to special circumstances which were beyond your control, you can apply for a subject fee refund/removal of your module financial debt and academic penalty.

To meet special circumstances, you need to show that what affected you meets all of the following:

- i. it was beyond your control; and
- ii. it did not make the full impact on you until on or after the census date(s) of the module(s); and
- iii. it made it not practicable for you to complete the module(s).

You must provide supporting documentation with your application. CA ANZ must receive your application within 12 months of your withdrawal day of the module(s).

(d) You understand that if you withdraw from the CA Program:

- i. your registration as a CA Provisional member will be automatically resigned at the same time as your enrolment in the CA Program is withdrawn;
- ii. you remain financially liable and will receive an academic penalty for any module that you are currently enrolled if the census date for the module has passed (see clause 19(b) of these Terms.
- iii. If you withdraw from the CA Program you may be entitled for a refund for unspent or Provisional Membership fees. For further information see CA ANZ's webpage on "Ending your membership" at www.charteredaccountantsanz.com/member-services/manage-your-membership/ending-your-membership

20. For the purpose of these Terms, the "Census Date" is the date (to 11:59pm AEST on that date) for which a candidate may discontinue from the module without incurring an academic penalty and is set out in the timetable for each CA Program module, which is available at:

www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment

21. Once you accept an offer of admission as a Provisional Member and CA Program candidate and pay fees an agreement has been created between you and CA ANZ.

22. **Deferral, Exclusion and Cancellation of CA Program enrolment**

Definitions

- Deferral – postponing the commencement of your course prior to course commencement.
 - Exclusion – postponing your enrolment during your course.
 - Cancellation – cessation of enrolment in the course.
- (a) A deferral, exclusion or cancellation of your enrolment can be initiated by yourself or by CA ANZ and depending on the time of the event may incur fee liabilities as noted at clauses 12 and 19 of these Terms.
 - (b) Candidate initiated: Candidates may defer or exclude their enrolment in the CA Program without notification to CA ANZ but are solely responsible for ensuring they complete the CA Program within the maximum permitted time as outlined in clause 17 of these Terms.
 - (c) CA ANZ initiated: CA ANZ may defer your enrolment in the CA Program's GradDipCA course if the course does not commence as agreed in your initial enrolment. If this occurs you will be informed about the changes to the course details and receive an option to either agree to the changes or to receive a refund, where applicable.
 - (d) CA ANZ may exclude or cancel a CA Program candidate's enrolment in the GradDipCA course after they have commenced the course and before it is completed due to breach of the CA Program Policy, including the CA Program Candidate Code of Conduct, Candidate Academic Integrity Policy and Procedure, and Candidate Course Progression Policy and Procedure. Candidates have the right to appeal any decision by CA ANZ to exclude or cancel their studies. CA ANZ will normally maintain a candidate's enrolment

until the internal and external complaints and appeals process are completed. An excluded candidate retains their CA ANZ Provisional Membership entitlement and may continue with the Mentored Practical Experience (MPE) component of the CA Program if they wish to do so. Where a decision to cancel a candidate's enrolment in the CA Program has been upheld following the exhaustion of the CA Program's appeals process the candidate will be referred to CA ANZ's disciplinary body concerning the candidate's Provisional membership entitlement.

23. **Your consent to disclosure**

By submitting this enrolment form, you consent to CA ANZ using and disclosing your personal information in accordance with its [Privacy Policy](#) including to disclose your personal information to third parties, such as:

- (a) your approved employer and to any representative appointed by that employer that you have listed as my primary employer in your *myProvisional Membership record* in the *My CA web portal* which you are responsible for maintaining; and
- (b) your approved mentor and to any representative appointed by that mentor that you have listed as my primary mentor in your submitted practical experience agreement and which can be updated via your *My CA web portal* through the *My CA Employment Details* form which you are responsible for maintaining:

Information in relation to your studies that may be disclosed by CA ANZ to your approved employer and to any representative appointed by that employer during and following the conclusion of each study period that you are enrolled in at CA ANZ includes:

- term and whole of program results and performance, including enrolment status, program of study, attendance, marks and grades awarded, educational support opportunities, and course completion and graduation status, inclusive of any studies withdrawn post census date;
- email, phone and face-to-face correspondence;
- your contact details including health or safety emergency contact details; and
- your financial standing.

This consent continues until such time that you have notified CA ANZ that your consent is withdrawn by deselecting my nominated primary employer in your *Provisional Membership record* in the *My CA web portal* or withdrawn or completed the CA Program to which this consent relates.

You also acknowledge that for the purposes of these Terms and in particular pursuant to clause 10 of these Terms, it is your responsibility to notify CA ANZ if your employer and/or mentor changes and to keep your personal information held by CA ANZ update to date in accordance with the [Privacy Policy](#).

24. You understand that if you enrol using a token or code issued by your approved employer (Bulk Enrolment Code):

- (a) the employer may revoke your permission to use the Bulk Enrolment Code by using the "Revoke" function within the CA ANZ enrolment system no later than 1 business day following enrolment closure for the relevant CA Program module; and
- (b) if CA ANZ receives a notification that a Bulk Enrolment Code has been revoked in accordance with clause 24(a) of these Terms, CA ANZ will notify you by email that the Bulk Enrolment Code is no longer valid in which case the following will apply:
 - i. you may remain enrolled in the CA Program module(s) which you used the Bulk Enrolment Code for, but you will be liable for payment of that module within 1 business day; or
 - ii. you may cancel your enrolment if you do not wish to pay for the module fees provided you submit a Module Cancellation/Discontinuation request via the CA ANZ website or give CA ANZ written notice by email.

25. **Other terms**

- (a) You are expected to undertake all participation, assessment and examination requirements during your course.

- (b) It is your responsibility for completing all requirements associated with admission, enrolment, assessment and academic progression in compliance with relevant policies and procedures.
- (c) You understand that the main form of communication between CA ANZ and you as the candidate will be electronic, via email to the email address and via SMS to the mobile contact you have provided as your main contact details in your *my Provisional Membership record* in the *My CA web portal*, which you are responsible for maintaining. You understand that as a CA Program candidate you will regularly check your advised email account. Notices sent to your advised email account or by SMS to your advised mobile contact number will be deemed to have been received by you at the time sent by CA ANZ.
- (d) You are expected to comply with any applicable Australian and New Zealand legislation.
- (e) In the event of circumstances requiring urgent medical care CA ANZ is authorised as a matter of urgency to seek and provide appropriate medical care.

26. **Complaints**

If you have a complaint please refer to the CA Program's [Candidate Complaints, Grievances and Appeals Policy and Procedure](#). These Terms, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the candidate to take action under the Australian Consumer Law if the Australian Consumer Law applies or any other applicable laws.

27. **Privacy Collection Statement**

When you enrol in the CA Program and CA Program modules, CA ANZ collects your personal information such as your name, address and contact details (e.g. email address, phone numbers and postal address) in accordance with the [Privacy Policy](#). CA ANZ collects, uses and discloses this personal information about you in accordance with the [Privacy Policy and for the purpose of and](#) in connection to your enrolment in, and in the administration of, the CA Program and the CA Program modules, and in respect of other educational and learning support opportunities that may be relevant to your status as a provisional member of CA ANZ.

If you do not provide your personal information, you will not be able to participate in the CA Program.

We may disclose your information to agents, contractors and service providers where we outsource functions and as otherwise set out in our [Privacy Policy](#).

While your personal information is collected by CA ANZ in Australia, it is likely that your personal information will be disclosed to overseas recipients outside your country of residence in (as provided in our [Privacy Policy](#), including the location of those entities).

The GradDipCA course delivered and awarded by CA ANZ as part of the CA Program is accredited by the Australian Government's independent national quality assurance and regulatory agency for higher education - the Tertiary Education Quality and Standards Agency (TEQSA). Personal information about CA Program candidates concerning their GradDipCA course studies may be disclosed by CA ANZ to the Australian Government, including TEQSA, the Department of Education, and other Commonwealth, state or territory agencies, in accordance with the Privacy Act 1988 and as required under other Australian laws.

We are permitted to process your information for the above purpose, by relying on one or more of the following lawful grounds: (a) you have explicitly agreed to us processing such information for a specific reason; (b) the processing is necessary to perform the agreement we have with you or to take steps to enter into an agreement with you; (c) the processing is necessary for us to comply with our legal obligations; or (d) the processing is necessary for our legitimate interests, which include: (i) collecting personal information to provide you with a smooth and efficient customer experience; (ii) to protect our business interests; (iii) to ensure that complaints are appropriately investigated; (iv) to evaluate, develop or improve our products and services; (v) to keep you informed of relevant products and services unless you indicate that you do not wish us to do so; (vi) to prevent fraud.

Where you have consented to our processing of such information (including any special categories of personal data) you may withdraw such consent at any time, by contacting us using the contact details in our Privacy Policy. Please note, however, that in certain circumstances it may be still lawful for us to continue processing this information even where consent has been withdrawn, if one of the other legal bases described above is applicable.

Our [Privacy Policy](#) contains the contact details of our Privacy Officer / Data Protection Officer and information regarding your rights (including how to withdraw your consent, if applicable) and how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with.

If you have any questions or concerns about this Privacy Collection Statement, our [Privacy Policy](#) or how we handle your personal information, please contact our Privacy Officer.

Privacy Officer/Data Protection Officer

Chartered Accountants Australia and New Zealand
33 Erskine Street
Sydney NSW 2000
P: 1300 137 322
E: privacy@charteredaccountantsanz.com

By completing the enrolment form, you consent to us using, disclosing and otherwise handling your information as set out above and in our [Privacy Policy](#).

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28. Disclaimer

CA ANZ endeavours to deliver its CA Program and its programmes of study and mentored practical experience in accordance with the description set out on the CA ANZ website. CA ANZ makes every effort to ensure that the information contained on this site is accurate but it is possible that some changes will occur between the date of information being uploaded and the start of the academic period to which it relates and users are encouraged to check for any updates or changes to the information published when researching and applying for the CA Program.

Although reasonable steps are taken to provide the CA Program and services described, CA ANZ cannot guarantee the provision of the program and services and may make variations to the contents or methods of delivery of courses, discontinue, merge or combine courses and introduce new courses if such action is reasonably considered to be necessary by CA ANZ. Such circumstances include (but are not limited to) regulatory accreditation requirements, lack of demand, departure of key staff, changes in legislation or Government policy, changes to CA ANZ regulation or by-laws, withdrawal or reduction of funding or other circumstances beyond CA ANZ's reasonable control.

If CA ANZ varies all or any part of a CA Program course of study that may affect a candidate's ability to participate in the course CA ANZ will normally undertake a consultation process with any impacted enrolled candidates and seek to ensure that no candidate is unreasonably disadvantaged as a consequence of any such change.

Candidates who take a break in their CA Program course of study as permitted under CA ANZ Regulation CR5 Provisional Members should be aware they will be required to resume their course studies in the applicable current CA Program course as determined by CA ANZ.

CA ANZ does not accept any liability for disruption to its provision of educational or other services caused by circumstances beyond its control, but CA ANZ will take all reasonable steps to minimise the resultant disruption to such services.

In the event that a CA Program scheduled on-site examination or GradDipCA module workshop is severely interrupted, for example due to government restrictions on gathering and movement, earthquake, flood, fire, or similar., any scheduled onsite examination will normally be conducted as online remote proctored examination and any scheduled onsite workshop will normally be

conducted as an online workshops on the scheduled date. Where CA ANZ is required to vary the published date of the scheduled examination or workshop candidates who do not wish to pursue their studies due to the schedule variation will be offered suitable alternate options to choose from.

In the unlikely event that CA ANZ ceases to provide its Graduate Diploma of Chartered Accounting course in which a CA Program candidate is currently enrolled, CA ANZ tuition assurance safeguards will apply. Refer to *Tuition Assurance Statement* published on the CA ANZ CA Program Policy page.

29. General

- (a) You acknowledge that:
- i. CA ANZ is an Australian registered body corporate which is formed in Australia; and
 - ii. the members of CA ANZ are not liable for the debts and liabilities of CA ANZ.
- (b) You acknowledge that upon acceptance of CA ANZ's offer of admission into the CA Program through enrolment into and payment of your initial CA Program course fees these Candidate Enrolment Terms and Conditions become a legally binding contract between you and CA ANZ.
- (c) If a court determines that any provision of these Terms and Conditions are invalid or not enforceable, that provision shall be read down or severed to the extent of the invalidity or unenforceability only, without affecting the remaining provisions of these Terms and Conditions.
- (d) These Terms and Conditions are governed by, and are to be construed in accordance with, the laws of the country or state (as applicable) in which the CA Program is delivered. Each party submits to the non-exclusive jurisdiction of the courts in the country or state (as applicable) where the CA Program is delivered.

30. Marketing for residents of Australia and New Zealand

Unless you opt-out, you consent to us using and disclosing your personal information for promotional and marketing purposes. You can opt-out or change your marketing preferences at any time via the unsubscribe link at the bottom of an email communication or by contacting: privacy@charteredaccountantsanz.com or by telephone (1300 137 322 in Australia, 0800 469 422 in New Zealand or +61 2 9290 5660 or +64 4 474 7840 if outside Australia or New Zealand).

Document History				
Date Approved	Date Commencing	Summary of Changes	Version	Date Next Review
1 November 2012	1 November 2012	Document establishment	1.0	November 2017
1 October 2018	1 October 2018	Changes made to incorporate flexible entry pathways	2.0	October 2020
18 November 2019	18 November 2019	Minor amendment	3.0	October 2020
23 April 2020	23 April 2020	Review and amended to provide further explanatory on CA Program rules. Reviewed by Legal.	4.0	April 2021
27 April 2020	27 April 2020	Technical amends	4.1	April 2021
	15 June 2020	Technical amends	4.2	April 2020