Transition of Superseded Training Products

Purpose

This policy is to ensure transition of and teach out of superseded qualifications, units of competency and expiration of accredited courses are effectively managed with accuracy, reliability, validity and in a timely manner.

Definitions

- **Training Product** means AQF qualification, skill set, unit of competency, accredited and or short course and module.

- **National Register** means www.training.gov.au

Policy

1. The Chief Executive Officer (CEO) or their authorized delegate is responsible for implementation of this policy.

2. The Head of Training is responsible for:
   a. Where a training product on its scope is **superseded**:
      i. ensuring learners are transitioned to new training packages or if all assessments are successfully completed, the AQF qualification is issued **within one year** from the date the replacement package was released on the National Register.

   b. Where an AQF qualification is **no longer current** and has not been superseded:
      i. ensuring that all students, when assessments are successfully completed, are awarded with the relevant AQF qualification **within two years** from the date the AQF qualification was removed or deleted from the National Register.

   c. Where a **skill set, unit of competency, accredited short course or module** is **no longer current** and has not been superseded:
      i. ensuring that all students, when assessments are successfully completed, are awarded the relevant AQF documentation, **within one year** from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.

   d. Where a training product has been **removed or deleted** from the National Register:
ensuring that **no learners are enrolled**, or commence training from the date the National Register is updated.

3. The CEO and/or their delegate and the Head of Training, will subscribe to email updates from the National Register and industry skills councils relevant to training products on scope and will systematically review any new training product when it becomes available on the National Register.

4. Changes will be investigated and presented at management meetings before the release on the National Register. Any equivalency or non-equivalency to training products that affect the scope of registration will be confirmed and implemented within 12 months of release on the National Register.

5. Learners will be advised on an individual basis when there has been a new release of a training product which affects them, within 1 month of the release date on the National Register.

6. If it is identified that a learner will be genuinely disadvantaged by transferring from a superseded qualification or a unit of competency, the matter will be referred to the VET regulator ASQA (*or its successor*) for exemption to allow the learner to remain in the relevant AQF qualification or unit of competency.

7. Where the RTO must apply to the VET regulator for a change of scope due to a change in code and title descriptor of a training product, the application will be submitted within three months of the release on the National Register.

8. Marketing material will be reviewed and updated in accordance with the marketing policy within 1 month of the scope of registration being updated.

9. Validation and moderation activities will be undertaken in accordance with the validation policy when transition arrangements, including updated assessment tools and training and assessment strategies have been updated and or developed.

10. The actions to be taken for the transition of superseded training products, will be entered and monitored on the continuous improvement register.

**Procedure**

1. A meeting of all senior managers, trainers and staff will be held to discuss the changes made and formulate an action plan on the implementation of the new requirements before the formal release on the National Register.

2. The strategy will be documented and formalised in a transition matrix action plan.
3. The action plan and its implementation of the new training product will be reviewed at each management meeting until the new changes have been implemented successfully.

4. **Equivalency**
   a) When equivalency of training products is identified, the Head of Compliance will ensure that all related training products are updated, and version controlled ready for implementation within 3 months of the release date on the National Register and when the scope of registration has been updated listing the new training product.

5. **Non equivalency**
   a) Gaps in Unit / Accredited Course or Training Package outcomes are identified and a strategy formulated by the assessors to address the gap/s.
   b) Documentation to close the identified gaps will be developed by assessors, managers or externally sourced.
   c) Training and delivery will be adjusted according to the strategy and assessment undertaken to ensure learners receive training in the newly released component.
   d) Learners who are affected by changes in outcomes they are currently studying will be offered gap training at no extra cost. The effective mapping of identified gaps in the previous training product against the new, will need to be completed before any gap training can be provided.

6. **Exemptions**
   a) Records will be kept which relate to any exemption approved by the VET regulator in order to demonstrate how the learner would have experienced genuine disadvantage if made to transition earlier.

7. **Learners**
   a) Learners will be advised on an individual basis when there has been new release of a training product and they will be transferred to the newly released component as soon as it is on the scope of registration if the learner is unable to complete within transition period.
   b) A current learner will be advised of a timeline to be agreed upon and formalised to ensure the course is completed before the transition period expires where the learner does not undertake gap training.

Learners will be advised by staff of the change by communicating via telephone, email, sms and /or official letter within 1 month of the release on the National Register.
Process

Transition Process

- Superseded / expired training product is identified

  Meeting held and changes identified and reviewed. Strategy and action plan is developed

  Equivalent training product

  - Yes

  - No

  Identify Gaps. Develop action plan for updating of docs and provision for gap training

  Develop action plan for updating of documentation

  Notify Students of teach out process

  Gap training provided or successfully completed
Persons affected by this policy

- Chief Executive Officer
- RTO General Manager
- Head of Training
- Head of Compliance
- Compliance & Administration Team
- Trainers and Assessors
- Learners
- All staff required to develop or undertake reviews of RTO documentation

Relevant documents and forms

Policies
- Marketing policy
- Training and Assessment Policy and Procedure

Documents
- Related training product from National Register
- Student Handbook
- Staff hand book
- Training and Assessment Strategies
- Assessment tools
- Learner resources
- Assessment/ marking guides

Forms
- Student Enrolment form

Relevant standards
Standards for RTOs 2015
Standards 1.26, 1.27, 4.1