

TRANSITION OF TRAINING PACKAGES POLICY

Revision 1.0 Sept 2015

PURPOSE

MiTraining is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and as such implements strategies to transition new Training Packages within the designated time (generally 12 months) of the release of the Training Packages relevant to qualifications on scope of registration.

During the relevant transition period MiTraining will review the status and progress of existing students/trainees to determine the students/trainees that are able to complete their training during transition. Students/trainees who are unable to complete their training within the transition period will be transitioned to the new qualification if available.

SCOPE

All courses on scope of registration and all enrolled students/trainees. Responsible staff for enabling transition arrangements.

POLICY STATEMENT

MiTraining is committed to ensuring students/trainees or clients have access to and attain a qualification that most closely represents the current skill needs of industry.

MiTraining ensures that it has effective and efficient practices in place including:

- a) Monitoring currency of training products;
- b) Maintaining currency of its scope of registration;
- c) To manage the transition of training products;
- d) Suitable management for the transfer of student/trainees or clients to upgraded Training Package qualifications and VET accredited courses.

This policy has been designed to provide guidelines and procedures for the transition of students/trainees from a superseded Training Package qualification/s or accredited course to a new or revised Training Package Qualification or accredited course.

In the case of a Training Package that has been reviewed, the new qualifications should be implemented within six months, but no later than twelve months from the approval status (training.gov.au publication date or date approved by the relevant Training Authority).

Responsibilities

The RTO Training Manager will be the first person with the responsibility to ensure that the Conditions of Registration in relation to transitioning Training Packages is adhered to. The responsibility for ensuring that Transition Arrangements are in place and followed lies with the RTO Training Manager in consultation with relevant trainers and assessors.

DEFINITIONS

AQF (Australian Quality Framework) certification documentation

A set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification

An AQF qualification of a type that is endorsed in a training package or accredited in a VET accredited course.

Currently Enrolled Student/Trainee

A student/trainee or client who is enrolled in a particular Training Package qualification or accredited course at the Organisation in the training period immediately prior to the date from which the training package or course is superseded or expires.

Endorsed Date

The date the Training Package is endorsed by the National Quality Council.

Industry Currency – Qualifications

An AQF Qualification or VET Accredited course being superseded or discontinued as a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

New Enrollee/Student/Trainee or Client

A person who wishes to enrol in a particular Training Package qualification or accredited course for the first time and has never previously been enrolled in this qualification or accredited course at the Organisation or at any other RTO. They may have been enrolled in other qualifications or courses.

National Register

The register maintained by the Commonwealth Department responsible for the VET sector and referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.

Previously Enrolled Student/Trainee

A student/trainee who has been enrolled in the past at the Organisation or at another RTO, in the qualification or accredited course that is being superseded or is expiring but who has a gap in their enrolment history, including in the enrolment period immediately prior to the date from which the training package or course is superseded or expires.

Scope of registration

The training products for which an RTO is registered to issue AQF certification documentation. It allows RTOs to:

- a) Both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) Provide assessment resulting in the issuance of AQF certification documentation by the RTO.

Statement of Attainment

A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Superseded Date

The superseded date the Training Package that is published on Training.gov.au.

Training Package

The components of a training package endorsed by the relevant Industry and Skills Council or its delegates in accordance with the Standards for Training Packages. The endorsed components of a Training Package are:

- a) Units of competency;
- b) Assessment requirements associated with each unit of competency;
- c) Qualifications;
- d) Credit arrangements.

The endorsed components form part of the requirements that an RTO must meet under these Standards. A Training Package also consists of a non-endorsed, quality assured companion volume/s that contain industry advice to RTOs on different aspects of implementation.

Training Product

An AQF qualification, skill set, unit of competency, accredited short course or module.

Transition Arrangements

Transition Arrangements provide details for managing the phasing out of a superseded or expired training package qualification or accredited course. These are to be documented in a Transition Plan.

Transition Date

The final transition date is the date prescribed in Purchasing/Implementation Guides.

Transition Period

Transition from superseded training package qualifications to new Training Packages qualifications must be completed within 12 months of the date the revised package or qualification is released on the Training.gov.au website.

The transition period should not be longer than the normal duration of the qualification or course in existing delivery modes.

VET Regulator

- a) The National VET Regulator;
- b) A body of non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

Policy

This policy and accompanying procedures have been developed to support Conditions of Registration and ensures that MiTraining is always using the most up to date versions of Training Packages and Accredited Courses as released.

The policy and accompanying procedures set out will:

- a) Assist all staff at MiTraining to ensure that all Training Packages and accredited courses are implemented correctly and within the designated timelines;
- b) Ensure that all qualifications, accredited courses and units of competency that are on the organisation's Scope of Registration have Delivery, Learning and Assessment Strategies that, in turn, will ensure all required training and learning resources are sourced;
- c) Ensure that all new Training Packages that are required on the organisations Scope of Registration are acquired and available for all relevant staff;
- d) The RTO Training Manager shall be responsible for ensuring this policy and accompanying procedures is followed and all tasks required are completed.

PROCEDURE OVERVIEW

Changes to Scope of Registration – Superseded Training Products

Where an Industry Skills Council (ISC) deems that a replacement training product is equivalent to the superseded training product, MiTraining scope of registration will be automatically updated by the VET Regulator to include the replacement Training Product.

If the replacement Training Product is considered “not equivalent” to the superseded Training Product, MiTraining will need to (prior to transferring any student/trainee enrolments):

- a) Apply for the replacement product to be added to scope of registration; and
- b) Have the application approved by the VET Regulator (ASQA).

One (1) year (or as indicated by the Training Product) from the date a Training Product was superseded, the VET Regulator will remove the superseded training product from the MiTraining scope of registration. From this removal date MiTraining will not:

- a) Enrol or train students/trainees or clients in that Training Product; and/or
- b) Issue a qualification or Statement of Attainment for that Training Product (except reprint/replacement documentation for previously issued certification).

Changes to Scope of Registration – Deleted or Removed Qualification

From time to time, ISCs may determine that a qualification will be removed or deleted without being replaced by another qualification. There is therefore no replacement qualification into which students/trainees or clients can be transferred. In this case MiTraining will determine, in consultation with the students/trainees or clients, an alternative qualification to meet client needs.

MiTraining will not take an enrolment or commence training or assessment in a Training Product that has been deleted to removed, from the date the Training Product is removed from the National Register.

Two (2) years after a qualification has been removed or deleted from the National register, the VET Regulator will remove the qualification from the MiTraining scope of registration. From this date MiTraining will not:

- a) Enrol or train students/trainees or clients in that qualification; and/or
- b) Issue a qualification for that Training Product (except reprint/replacement documentation for a previously issued qualification or Statement of Attainment).

Changes to Scope of Registration – Deleted or Removed Skills Sets, Unit/s of Competency, Course or Module

From time to time, the ISCs may determine that a Skills Set, Unit of Competency, Course or Module will be removed or deleted without being replaced. In these cases, there is no replacement into which as student/trainee or client can be transferred. In this case, MiTraining will determine, in consultation with the student/trainee or client, an alternative Training Product to meet the students/trainees' or clients' needs.

MiTraining will not take an enrolment or allow a student/trainee or client to commence training or assessment into a Training Product that has been deleted or removed from the date the Training product is removed from the National Register.

One (1) year after the Skills Set, Unit of Competency, Course or Module has been removed or deleted from the National Register, the Vet Regulator will remove the Skills Set, Unit of Competency, Course or Module from the MiTraining scope of registration. From this date MiTraining will not:

- a) Enrol or train students/trainees or clients in that Skills Set, Unit of Competency, Course or Module; and/or
- b) Issue a Statement of Attainment for that Training Product (except reprint/replacement documentation for a previously issued Statement of Attainment).

Training Package Requirements

As part of Continuous Improvement the RTO Training Manager will check Training.gov.au for updates on relevant Training Packages quarterly – January, April, July and October if not advised by subscription to the relevant ISCs of changes prior to these dates.

Training Package Release

When a new release or revision of a relevant Training Package is identified the following will occur:

- a) The Training Package will be purchased or obtained from the relevant organisation/body;
- b) The units/qualifications required for Scope of Registration are identified.
- c) Any licensing requirements associated with the new units are identified if applicable;
- d) A Training and Assessment Strategy/Plan for each of the qualifications, units of competency will be developed;
- e) A mapping matrix of the current delivery, learning and assessment material to the revised Training Packages will be undertaken;
- f) New delivery, learning and assessment materials where gaps have been identified will be obtained/developed and mapping of the delivery, learning and assessment materials to the revised Training Package;
- g) Identification of the required processes for the addition of the course to the Organisation Scope of Registration;
- h) Planning of the transitional arrangements including new enrolment dates, transfer of currently enrolled students/trainees etc.

The RTO Training Manager will identify the timeline for new Training Packages to be placed onto Scope of Registration, with a review of the Companion Volumes and Purchasing Guides when released.

The RTO Training Manager will ensure all delivery; learning and assessment materials and qualified trainers have been sourced for the new Training Package.

The RTO Training Manager will initiate the process for the new Training Package to be delivered and implemented including Training/Delivery and Assessment Plans.

The RTO Training Manager will ensure appropriate staff are available to train and assess the new course/s.

Updating Internal Systems

The RTO Training Manager will be responsible for updating all internal paperwork and systems with new titles, codes and descriptions of units including:

- a) All internal documents
- b) Marketing materials including website
- c) Student Handbooks
- d) Student/trainee handouts
- e) Student/trainee records management system
- f) Training/learning materials
- g) Assessment tools

Staff Professional Development

The RTO Training Manager will ensure that relevant staff attends industry based workshop(s) where applicable and in consultation with the HR Manager will map current or new staff qualifications and experienced to the new or revised Training Product.

Relevant Professional Development for trainers/assessors delivering the new or revised Training Product will be advised and all staff will be provided with a planned professional development approach as identified in staff appraisals and outlined in the Professional Development Policy.

The RTO Training Manager will validate the delivery, learning and assessment materials to ensure they meet the needs and requirements of the new Training Package.

Transition Training Plan Development

A transition training plan will be developed including:

- a) A qualification/competency transition-mapping matrix showing the relationship between the superseded qualifications/competencies and the new qualification/competencies or accredited courses;
- b) Arrangements and timelines for the transfer of students/trainees or clients to the new training package or accredited course;
- c) Arrangements for students/trainees or clients to complete superseded qualifications or accredited course;
- d) The date (if appropriate) after which no new enrolments are to be taken in the superseded qualification or accredited course;
- e) The period of time that the superseded qualification or expired course may continue to be delivered;
- f) Considerations for the best interests of students/trainees or clients and existing delivery modes for the qualification or accredited course;
- g) The notifications of proposed transition arrangements are to be provided to fulltime and part time students/trainees currently enrolled as early as possible with explanations regarding the effects of the transitions arrangements;
- h) Credit Transfer, RPL and Skills Recognition arrangements for transition.

Rolling Out the New Course

The following processes will be undertaken to roll out the delivery of new course, qualifications:

- a) The RTO Training Manager and relevant trainers and assessors will validate learning materials and assessment tools.
- b) The RTO Training Manager will confirm the timeline for the implementation of a new course.
- c) The RTO Training Manager will work with Student Administration to complete or transfer students/trainees or clients enrolled in the superseded course.
- d) The RTO Training Manager will ensure that relevant staff and key stakeholders are made aware of the change of units through relevant meetings and communication channels.

Transition of Students/Trainees or Clients

MiTraining will not accept any new enrolments in the accredited units being replaced by the new Training Package in accordance with the information provided in the relevant Companion Guides.

The needs of clients are best served by transitioning students/trainees or clients into replacement qualifications as soon as possible with the following being considered:

- a) Where a Training Product on MiTraining scope of registration is superseded, all students/trainees or clients training and assessment is completed and the relevant AQF certification issued, or students/trainees or clients transferred into the replacement qualification, within one (1) year from the replacement Training Product was released on the National register (tga.gov.au)
 - a. Students/trainees or clients who will complete their learning and assessment and be issued a qualification or Statement of Attainment within the twelve month/one year (or relevant) transition period do not need to be transferred to the replacement Training Product.
- b) Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all students/trainees or clients training and assessment is completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the National Register.
- c) Where a Skills Set, Unit of Competency, Accredited Short Course or Module is no longer current and has been removed or deleted (i.e. it has not been superseded) all students/trainees or clients training and assessment is to be completed and the relevant AQF certification documentation issued within a period on one (1) year from the date the Skills Set, Unit of Competency, Accredited Short Course or Module was removed or deleted from the National Register.

A transition date will be stipulated that specifies the date that the organisation must not accept any new enrolments in units being replaced by the new Training Package and this will be communicated to all trainers/assessors and be included in the Student Management System.

MiTraining will advise all currently enrolled students/trainees or clients about the new or revised qualification and the requirements to complete studies within the transition period or transition to the new qualification.

All students/trainees or clients will be transitioned following the Transition Qualification Checklist form.

Procedures Checklist

- a) Identify if a course needs to be added to Scope of Registration.
- b) Prepare a qualification/competency mapping table to show relationship from old to new qualification, and develop relevant Skills Recognition template if required.
- c) Prepare appropriate Training and Assessment Strategies.
- d) Consult with Marketing and prepare or update relevant marketing materials to accurately reflect the new/revised course.
- e) Prepare relevant applications for addition to Scope as required.
- f) Develop and implement a Transition Plan to advise stakeholders (e.g. Marketing, Trainers etc.) and to identify affected students/trainees.
- g) Set appropriate cut-off and commencement dates for old and new qualifications.
- h) Establish “teach-out” requirements where applicable.
- i) Prepare suitable notifications for students/trainees, staff, and other stakeholders.
- j) Undertake relevant PD with staff and trainers.
- k) Check Registration Status and if course/qualifications are successfully added to registration then continue as follows.
- l) Introduce and commence enrolments in new course/qualification.
- m) Complete “teach out” of old course/qualification.
- n) Close off and cancel registration (if required) of old course/qualification.

RECORDS MANAGEMENT

All documentation from Transition processes is maintained in accordance with Records Management Policy. (See Records Management Policy).

MONITORING AND IMPROVEMENT

All Transition processes are monitored by the RTO Training Manager and areas for improvement identified and acted upon. (See Continuous Improvement Policy).

CONTINUOUS IMPROVEMENT AND REVIEW OF POLICY

The Transition of Training Packages Policy and accompanying procedures will be continuously implemented and assessed for areas of improvement and will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all relevant organisation staff/contractors are made available on request at all times, and form part of the induction and orientation for staff and students and are made available, via the website (where appropriate), student administration/management system and internal electronic systems.

NOTES

<i>Related Policies/Procedures:</i>	<i>Continuous Improvement Policy Management of RTO Policy Training and Assessment Strategy Development Policy Marketing Policy</i>
<i>Related Documents/Forms:</i>	<i>Transition of Training Packages Procedures Checklist Form Transition Qualification Form</i>
<i>Related Legislation:</i>	<i>N/A</i>
<i>Guidelines:</i>	<i>N/A</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Date of Next Review:</i>	