

## **Training Package Transition Policy and Procedure**

### **Policy**

A Grade Education and Training shall ensure the transition from superseded training packages, skill set or accredited courses shall occur within twelve (12) months of their publication on the national register ([www.training.gov.au](http://www.training.gov.au)).

### **Purpose**

The Standards for Registered Training Organisations (RTO's) 2015 requires that when an RTO discontinues a course of study, there is an effective "teach out" or "transition plan" for all students enrolled in the course of study to ensure that these students are not disadvantaged.

### **Procedure**

This procedure outlines the process and requirements when managing the transition of students from an old to a new training package qualification, skill set or accredited course.

#### **Notification of new Qualification**

Where a qualification has been superseded by a new qualification, students must transfer from the superseded qualification to the new qualification in accordance with the Australian Skills Quality Authority (ASQA) transition rules.

RTO Administrator will email the Academic Director details of the superseded training packages and qualifications including transition dates and deleted qualifications which has been received from the national register ([training.gov.au](http://training.gov.au)).

Registration for revised training package qualifications must be completed within six (6) months from the date the revised package qualification is released on the national register ([training.gov.au](http://training.gov.au)).

During this period action is taken to review the status and progress of existing students to determine which students can complete their program during the 12 month transition period. RTO Administrator will generate this report from the Student Management System aXcelerate and email the report to the Academic Director.

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### **Training Transition Plan**

The Academic Director will develop a training transition plan which consists of the following;

- Meeting with staff regarding the release of the new qualification and division of duties
- Analysis of new qualification/ units
- PD Planning for staff
- Redevelopment of training and assessment strategies, learning materials, assessment, course documentation, consultation and validation
- Revise and update marketing material
- Date for submission of application to change scope of registration
- Analyse student enrolments to identify students who can complete in time and those that need to transition
- Update other qualification documentation (enrolment forms, SOA's, testamurs, staff handbooks, student handbooks
- Enrolment of new students in new qualification
- Enrol/transition existing students to new qualification

### **Transition of currently enrolled students**

A Grade Education and Training must not accept any new enrolments in the superseded qualifications or accredited courses being replaced by the new Training Package after the transitional period of 12 months.

Academic Director will ensure that equivalence mapping is completed to determine transition arrangements for existing students, ensuring students have every opportunity to receive the most current qualification.

Trainers and Assessors will discuss the transition arrangements with the current students.

- All currently enrolled student's files to be reviewed. Student progress is to be reviewed to determine if students are able to complete their course enrolment within the teach out period.
- Ensure all assessments are up to date and the student's progress is up to date in the existing enrolment
- Complete all relevant enrolment paperwork for the new course
- Map the student's progress to the new course using the mapping information within the Training Package
- Complete the RPL process to the new course for delivery and assessment already conducted
- Determine remaining delivery and assessment requirements

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A Grade Education and Training may continue to deliver training and assessment services and issue awards to current students of the superseded qualification who would be genuinely disadvantaged if required to transfer to the replacement qualification, for up to six (6) months after the expiry of the transition period for its replacement.

### **Superseded training Products**

Where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into replacement, within a period of one year from the date the replacement training product was released on the national register.

Superseded qualifications will be removed from A Grade Education and Training's scope of registration immediately after the transition period has passed. It is the responsibility of the CEO to ensure a Qualification/course/Units of Competency that has been superseded is removed from the scope of registration.