

# **Transition between training packages**

## **Policy & Procedure**

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## 1. PURPOSE

The purpose of this policy and procedure is to outline AFTT's actions for transitioning between training packages.

## 2. SCOPE

This policy and procedure applies to all nationally endorsed training package courses and units of competency on AFTT's scope of registration.

## 3. DEFINITIONS

- **Transition:** All actions required to change the delivery operations of an RTO from an existing training product to an endorsed replacement training product. It includes consideration of resourcing, registration, and transfer of students.
- **Transition period** must be completed within twelve (12) months from endorsement date published on the national register.
- **Transitioning Students:** When a training package or course is superseded, AFTT will transition students into the new course as soon as the course has been added to AFTT's scope of registration.
- **Training Package** is a set of nationally endorsed standards and qualifications used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.
- **Superseded date** is the date that the new Training Package is published on the national register.

Refer to the *AFTT Glossary* for further definitions.

## 4. POLICY

AFTT ensure that the transition from any superseded Training Package qualifications to new or revised Training Package qualifications in accordance with Standards for RTOs 2015 are managed efficiently and effectively in a timely manner. AFTT only delivers current qualifications and units from a nationally endorsed Training Package.

1. Where a qualification on the Scope of Registration is superseded and AFTT has the replacement qualification on its scope of registration, AFTT will ensure affected students are transitioned to the new training package qualification within one (1) year from the date the replacement package was released on the National Register; training.gov.au.
2. Where an AQF qualification is no longer current and has not been superseded, students, when assessments are successfully completed, will be awarded the relevant AQF qualification within two (2) years from the date the AQF qualification was removed or deleted from the National Register, training.gov.au.
3. In the event a skill set, individual unit of competency, accredited short course or module is on the Scope of Registration of AFTT and is no longer current and has not been superseded, AFTT will ensure students, when assessments are successfully completed, that the relevant AQF documentation is awarded.
  1. The award will be issued within one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
4. Where a qualification or other training product has been removed or deleted from the National Register and/or the Scope of Registration, AFTT will not enrol students, or commence training in the deleted and/or superseded training product from the date the National Register, training.gov.au, is updated.

5. The QERC (Quality Education and Risk Committee) and/or the Campus Manager subscribes to email updates from the National Register, training.gov.au and Australian Industry Skills Committee (AISC) (Skills for Australia or its' successor) and will systematically review any new training product when it becomes available on the National Register and advise the Head of Departments.
6. Changes will be investigated and presented at QERC meetings before the release on the National Register. Any equivalency or non-equivalency to training products which are in effect, the scope of registration will be confirmed and implemented within twelve (12) months of release on the National Register.
7. If there is a new release of a training product that is deemed to be equivalent , the most current version will be available on AFTT's website for students within one (1) month of the release date on the National Register.
8. If it is identified a student will be genuinely disadvantaged by transferring to a superseded qualification or 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.
9. Where the RTO must apply to the VET regulator for a change of scope due to the replacement training product not being deemed equivalent, the application will be submitted within three (3) months of the release on the National Register. This is completed by the Campus Manager.
10. Marketing material will be reviewed and updated within one (1) month of the scope of registration being updated.
11. Industry consultation will be undertaken ensuring the newly developed Training and Assessment Strategy (TAS) and learning and assessment materials, relating to the qualification and/or training product meet the needs of the industry.
12. Validation activities will be undertaken in accordance with the Assessment Policy when transition arrangements, including updated assessment tools and training and assessment strategies have been updated and or developed.
13. A sample of student files affected by transition arrangements will be retained for audit purposes and in accordance with retention of records requirements.

## 5. PROCEDURE

1. The QERC will meet and 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 Action Plan and the implementation process will be reviewed at each management meeting until the new changes have been implemented successfully.
3. Equivalency
  - a) When equivalency of training products is identified, the Campus Manager will ensure all related training products are updated, and version controlled ready for implementation within three (3) months of the release date on the National Register and when the Scope of registration has been updated listing the new qualification or training product.
4. Non equivalency
  - a) Gaps in Training Package outcomes or other training product 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 the Campus Manager or externally sourced.
  - c) Training and delivery will be adjusted according to the strategy and assessment undertaken to ensure students receive training in the newly released component.
5. Validation of new assessment tools, training, and assessment strategies, learning material and/or any other material relating to the qualification occurs and is documented.

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. Students
  - a) Students will be advised on an individual basis when there has been new release of a training product and that they will be transferred to the newly released product as soon as it is on the scope of registration if they are unable to complete their current qualification within the transition period.
  - b) A current student who is not able to complete their current qualification before the transition period expires will be advised, a timeline agreed upon and learning program formalised to ensure that the transition is as smooth as possible.
  - c) Students will be advised by the RTO, of the changes to their qualification, or training product by communicating via telephone, email, SMS and /or official letter within one (1) month of the release on the National Register.

## **6. RELATED DOCUMENTS**

- 6.1. AFTT Glossary
- 6.2. Student Handbook
- 6.3. Student Code of Conduct
- 6.4. Student Terms and Conditions
- 6.5. Applications Enrolment and Selection Policy and Procedure (VET)
- 6.6. Recognition of Prior Learning (RPL) (VET)
- 6.7. Academic Progression Policy and Procedure (VET)
- 6.8. Assessment Management Policy (VET)

## **7. RELEVANT LEGISLATION**

- 7.1. Standards for Registered Training Organisation (RTOs) 2015
- 7.2. Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.3. VET Student Loans ACT 2016
- 7.4. VET Student Loans rules

## **8. POSITIONS RESPONSIBLE**

- 8.1. Campus Manager
- 8.2. Head/s of Department
- 8.3. Head of Student Services & Admin
- 8.4. Chief Financial Officer
- 8.5. Chief Executive Officer

## 9. APPROVAL INFORMATION

<b>Approval Authority</b>	Quality Education and Risk Committee (QERC)
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	01/12/2023

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	QERC	01/10/2016	01/10/2016		
2.0	QERC	11/05/2022	12/05/2022	VSL amendments	Current