

Course Transition, Teach Out and Course Expiry

Policy & Procedure

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1. PURPOSE

The document outlines the transition process from any superseded or deleted Training Package qualifications and/or units of competency.

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

All definitions are located in the *AFTT Glossary*.

4. POLICY

AFTT will ensure that the transition from any superseded Training Package qualifications to new or revised Training Package qualifications in accordance with Standards for RTOs 2015 will be managed efficiently and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

1. Where a qualification on the Scope of Registration is superseded, AFTT will ensure students are transitioned to new training packages and/or if all assessments are successfully completed, the AQF qualification is issued 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 Where an AQF qualification is no longer current and has not been superseded, students, when assessments are successfully completed, will be awarded the relevant AQF qualification within two (2) years from the date the AQF qualification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set, individual unit of competency, accredited short course or module is on the Scope of Registration of AFTT and is no longer current and has not been superseded, AFTT will ensure students, when assessments are successfully completed, that the relevant AQF documentation is awarded.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Register and/or the Scope of Registration, AFTT will not enrol students, or commence training in the deleted and/or superseded training product from the date the National Register, training.gov.au, is updated.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 the 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, 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 a change in code and title descriptor of a training product, 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 a Strategic Plan on the implementation of the new requirements before the formal release on the National Register.
2. The strategy will be documented and formalised into the Strategic Plan.
3. The Strategic Plan and the implementation process 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 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.
5. 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.
6. Validation of new assessment tools, training, and assessment strategies, learning material and/or any other material relating to the qualification occurs and is documented.
7. 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.
8. Students
 - a. Students 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 student will be advised, a timeline agreed upon and formalised to ensure the course is completed before the transition period expires where the learner does not undertake the gap training.
9. 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. Complaints and Appeals Policy and associated procedures
- 6.3. Assessment Management Policy and Procedure (VET)
- 6.4. Recognition of Prior Learning Policy and Procedure (VET)
- 6.5. Academic Progression Policy and Procedure (VET)
- 6.6. AFTT STUDENT HANDBOOK

7. RELEVANT LEGISLATION

- 7.1 Standards for Registered Training Organisations (RTOs) 2015 – Standard 1.7
- 7.2 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.3 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- 7.4 ESOS National Code 2018, Part B, Standards 6 and 8

8. POSITIONS RESPONSIBLE

- 8.1. Campus Manager
- 8.2. Head/s of Department
- 8.3. Head of Student Services and Admin
- 8.4. Administration

9. APPROVAL INFORMATION

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

Version	Approved by	Approval date	Effective date	Modifications	Status
4.0	QERC	02/02/2022	03/02/2022	New template	Current

Acknowledgement

This policy was initially developed with reference to the relevant policies and procedures of the following institutions:

- Australian Computer Society