

Registered Training Organisation Training Product Transition and Expiry Policy and Procedure

Purpose:

The purpose of this policy and procedure is to outline Centre of Professional Learning and Education's approach to managing its Scope of Registration to ensure that it delivers only current qualifications and units from a Training Package and only currently accredited VET Accredited Courses. It outlines the approach taken to ensure that students are transitioned to new Training Products as required by Standard 1, Clause 1.26 and 1.27

Introduction:

At Communities@Work's Centre of Professional Learning and Education (CPL), we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing students and those students who may be enrolled during a transition period. Our obligation is underpinned by the Standards for Registered Training Organisations requiring RTOs to manage their scope of registration to transition from superseded Training Packages within 12 months of their publication on the national register in order to only deliver currently endorsed Training Packages and currently accredited courses

Like all things in the national training system, nationally endorsed training packages are amended from time to time under a continuous improvement approach to ensuring that training packages are aligned with industry requirements. In addition to these smaller changes, training packages can be entirely reviewed on a cyclic basis and this often leads to new versions being issued or new training packages being developed and released.

The impact of these changes can mean that qualifications and unit of competency codes and titles can change. Qualification issuing rules can change and units of competency that are superseded may or may not be equivalent. This will all happen at different times during a student's enrolment and requires CPL to manage the change process so that we comply with the Standards for Registered Training Organisations and ensure that our students are not disadvantaged by these changes.

New training packages are published and released using the National Training Register (training.gov.au). It is the date of release that marks the date for subsequent transition arrangements which are covered in this policy.

The aim of this policy is to ensure YWCA Canberra is delivering the most current outcomes to students and to ensure YWCA Canberra actively manage its scope of registration.

This policy and procedure supports the Standards for Registered Training Organisations (RTOs) 2015 Standard 1 Clause 1.26 and 1.27

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Authorisation:

This policy is shall be endorsed and issued under the authority of the Chief Operations Officer

Policy:

Transition principles

CPLE is to apply the following principles to the management of a training package transition:

- CPLE is to monitor the status of training packages by subscribing to the Training.gov.au notification service and the notification service offered by the relevant Skills Service Organisation (SSO). When changes to training packages are identified that effect the scope of registration of CPLE, a plan for transition must occur.
- Continuous improvement actions relating to training package transition are to be managed through RTO Team meetings to ensure transition is managed in a systematic way. Centralised and systematic management will enable other aspects of CPLE operation to be included in the transition planning and the progress of the transition to be monitored. Other aspects of the CPLE operation that may be effected by training package transition include marketing, business development, administration, compliance, resource development, student welfare, interaction with ASQA, etc.
- VETTrak is to be used to record the details of superseded qualifications including the date existing qualifications were superseded and to create new courses on the scope of registration once they are approved on the National Register. VETTrak allows for the production of various reports which permits students affected by transition to be identified and managed.
- CPLE will initiate transition arrangements in response to training package changes as soon as possible following the publication on the National Register of revised qualifications or units of competency. Within the period of one year from the date the replacement training product was released on the National Register students must have either completed their training and have been issued with their AQF certificate or they must have been transferred to the revised training product. The student cannot remain in or be issued a certificate for a superseded training product beyond the 12 month time period from the release date published on the National Register.

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- Where the qualification or unit of competency is equivalent, these items will be automatically updated on the CPLE scope of registration. Where the items are not equivalent, CPLE must apply to have new training products added to its scope of registration by submitting an application to change RTO scope of registration to ASQA via [ASQANet](#), accompanied by supporting evidence and the required fee.
- Once a new qualification or unit of competency has been added to the scope of registration CPLE, enrolments in the superseded item must cease as soon as practical and all new enrolments must be made into the revised qualification or unit of competency. Please note that, the Standards for Registered Training Organisations does allow enrolments in superseded qualifications to continue until the superseded qualification or unit is removed from the national register of the RTO (which occurs 12 months after it is superseded). CPLE has taken the position to cease enrolments into superseded qualifications or units of competency as soon as possible in order to ensure students are receiving the most current training product.
- Students who are enrolled in qualifications which are superseded part way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on CPLE scope of registration.
- Where an AQF qualification is no longer current and has not been superseded, all students' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.
- Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
- A new learner must not commence training and assessment in a training product that has been removed or deleted from the National Register.
- Where a qualification is listed on our scope of registration and that qualification includes a superseded unit of competency that has been imported from a different training package,

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the transition requirement specified in the Standards for Registered Training Organisations at clause 1.26 do not apply.

Teach out arrangements

Students who are enrolled in qualifications which are superseded part way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on CPLE scope of registration. Students who choose not to transition to a new qualification are to be 'taught out' to the conclusion of their qualifications. To support this arrangement, the following business rules are to apply:

- CPLE may continue to deliver training and assessment services, and issue awards, to current students of the superseded qualification for a period of one year from the date the replacement training product was released on the National Register.
- Students who have not completed a superseded qualification within 12 months from the date the replacement training product was released on the National Register must be immediately issued with a Statement of Attainment with any eligible units of competency and transferred to the new qualification.
- Except to replace an AQF Certificate issued by the RTO previously, an RTO must not issue an AQF certificate to a student for a qualification that was superseded more than 12 months from the date the replacement training product was released on the National Register.
- Where a specific cohort of students is likely to be disadvantaged by the forced transition of a qualification within the 12 month timeframe, the National VET Regulator may make a determination that provides CPLE additional time to teach the student out. These determinations will be published by the National VET Regulator.

Transition Management

The transition to new training packages is to be managed through by the RTO Manager to ensure the transition is managed in a systematic way that integrates changes into all other areas of CPLE operation. It is critically important that high attention to detail is applied by RTO staff who are leading this work.

The following steps are to be applied:

- **Monitor the status of training packages:** The RTO Manager is to monitor the status of training packages to remain aware of changes in the revised training package and how these might affect CPLE scope of registration. Changes to training packages are to be reported to the RTO Team. The primary information source for monitoring the status of training packages is the National Register (training.gov.au).

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- **Determine an action plan:** Once changes are confirmed, the RTO Team is to determine an action plan to respond to changes. The RTO Team is to provide advice about the actions to be taken and appoint a person to lead the work to analyse the amendments that have occurred in the revise training packages and develop an action plan to address all necessary changes. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process. The common changes will include:
 - revised unit of competency and the qualification codes and titles;
 - revised packaging rules for qualifications changing the requirements in relation to the allocation of core or elective units;
 - revised units of competency, this may include the combining of two units of competency into one or minor changes where the unit of competency has remained equivalent;
 - revised pre-requisites, co-requisites or entry requirements; and
 - revised assessment guidelines which may relate to identifying new requirements relating to trainers and assesses.

Whilst not an exhaustive list, the common changes identified in the list above are certainly the most commonly seen in the transition of training packages.

Review Training and Assessment Strategies: Review the existing training and assessment strategy to determine the higher level changes that have occurs to a qualification and the likely changes that are required. This may include additional consultation with industry to gauge their reaction to training packages changes, to identify new preferred electives and to determine if there are specific industry requirements that need to be incorporated. Attention to detail must be given to minor changes.

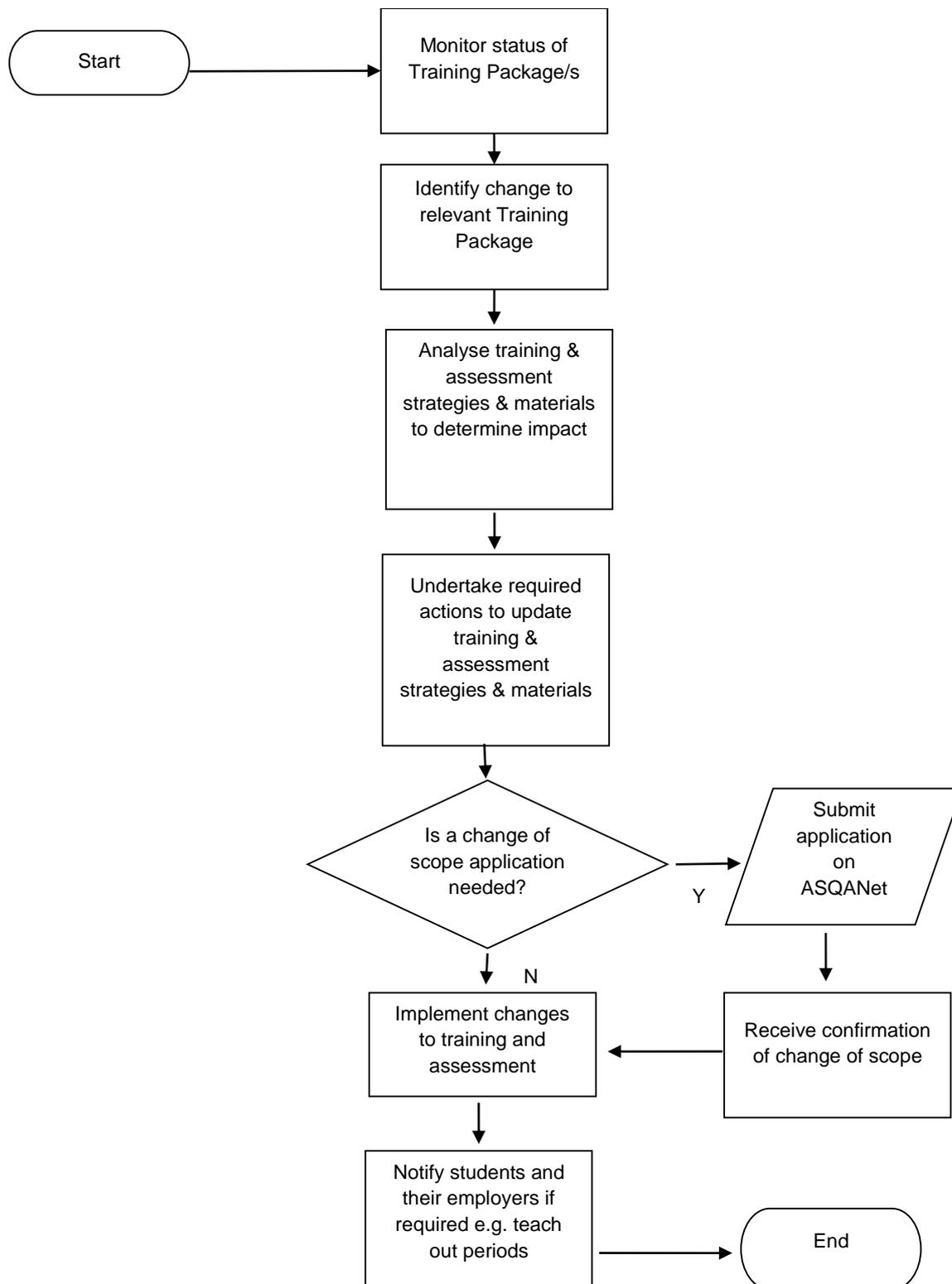
Keep students informed: Take steps to inform existing students and their employers of the changes to the applicable qualification. Before engaging with students, CPLE will ensure that the options that students will have available to them have been fully considered. Provide information to students and ensure that they fully understand their options and feel supported in any decision they may take. Students are not to be disadvantaged because of the transition to a new training package.

Revise training and assessment materials: Undertake an analysis of the current training and assessment resources to identify relevant changes that are required to ensure training package requirements are being met. Once these have been identified, implement arrangements via RTO Team meetings to have training and assessment materials revised.

Training Package Transition Process

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Responsibilities:

RTO Manager

- To monitor the status of Training Package/s on the RTO's scope of registration and identify changes.
- Oversee the management, implementation and transition of RTO operation in light of training package changes, transitions and expirations as per the requirements stipulated within this policy and procedure
- To update the Chief Executive Officer of RTO status during the process

RTO Staff

- To work with the RTO Manager in the management, co-ordination and implementation of training package transition as per the requirements stipulated within this policy and procedure

Related Documents:

RTO-QMS-POL-	Student Enrolment and Induction Policy
RTO-QMS-PRO-	Student Enrolment and Induction Procedure
RTO-QMS-POL-	Retention of Records Management Policy
RTO-QMS-PRO	Retention of Records Management Procedure
RTO-QMS-POL-	Training and Assessment Policy
RTO-QMS-PRO	Training and Assessment Procedure
RTO-QMS-POL-	Training Product Transition and Expiry Policy
RTO-QMS-POL	National RPL Policy
RTO-QMS-PRO-	National RPL Procedure
RTO-QMS-POL	National Recognition Credit Transfer Policy
RTO-QMS-PRO-	National Recognition Credit Transfer Procedure
RTO-QMS-POL-	RTO Training Plan Policy & Procedure

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References:

1. AS/NZS ISO 9001:2008 – Quality Management Systems Requirements
2. [Standards for Registered Training Organisations \(2015\)](#)
3. [ACT Standards of Delivery of Training](#)
4. [ACT Qualifications Register](#)
5. TGA: <https://training.gov.au/>
6. ASQA Net: <https://asqanet.asqa.gov.au>

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Review Specifications:

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VERSION HISTORY

Version	Date of effect	Brief summary of change
V2	29/11/2018	Review and update of expired policy Previous version Doc Ref No: RTO-PRG-POL-005

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