Course Transition Policy & Procedures
(Staff, Trainers, Students)

Policy
This policy describes the process by which RGIT will transition from superseded Training Package qualifications and/or accredited courses to new or revised Training Package qualifications and/or accredited courses, in compliance with the VET Quality Framework for NVR Registered Training Organisations (RTOs). The policy ensures that the RGIT only delivers currently endorsed Training Packages and VET-accredited courses.

Requirement
RGIT will manage the transition from superseded Training Package qualifications within 12 months of their publication on the National Register: www.training.gov.au.

Scope
This procedure applies to all staff and Trainers employed by, or contracted to, RGIT, and to students.

Definitions
Transition: all actions required to change the delivery operations of an RTO from an existing training product to a replacement endorsed or accredited training product; including resourcing, registration and transfer of students.

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.

Accredited course: is developed to meet training needs that are not addressed by existing Training Packages. A course will not be accredited if it duplicates existing endorsed training package qualifications, or if the outcome can be achieved through the contextualisation of a Training Package qualification.

Superseded date: is the date that the new Training Package or accredited course is published on www.training.gov.au.

Transition period: must be completed within 12 months of the date that the new Training Package or accredited course is released on www.training.gov.au.

Requirements
1. The Director of Studies (DOS) will subscribe to www.training.gov.au updates to course changes on RGIT’s scope of registration. If a transition is required the DOS will request Department Coordinators to implement the changes to ensure that RGIT is operating from the current version and/or is managing the transition from superseded Training Package qualifications and/or accredited courses.
2. Any changes to course codes require change of scope submissions to be made to RGIT’s registering authority.
3. RGIT may not enrol new students into the new course until the new course has been formally approved by the registering authority and the new courses have been added to RGIT’s scope of registration.
4. During the transition period, RGIT may continue to enrol students in the superseded qualification (if on scope) whilst the Institute is waiting for the new qualification to be placed on its scope of registration.

5. RGIT must commence new enrolments in the replacement qualification as soon as practicable, but no later than 12 months from the date of publication of the replacement qualification on the National Register.

6. RGIT must transfer continuing students in the superseded qualification into the replacement qualification as soon as practicable, but no later than 12 months from the date of publication of the replacement qualification on the National Register, unless students will be genuinely disadvantaged if required to do so.

7. RGIT may continue to deliver the superseded qualification for up to 6 months after the expiry of the transition period, if RGIT can demonstrate that students, already enrolled in the qualification prior to the transition period end date, would be genuinely disadvantaged by the transfer into the replacement qualification.

8. For minor changes where the unit maintains the same national code but the version has been updated (for instance, from version “A” to “B”), RGIT is not required to apply to update its scope of registration on the National Register as part of its transition obligations.

Transition and Options
There are two options available for the Institute when transitioning students. The DOS will confer with relevant Departmental Coordinators to decide which of the two options to take to ensure that students are not disadvantaged as a result of the transfer. The two options are:

Teach out: The ‘teach out’ process will require that students complete the course within one (1) year from the expiry of the superseded course.

Credit transfer: The credit transfer option will require continuing students to enrol in the new qualification and have previously completed units mapped to the new qualification. If this option is taken, a renewed enrolment agreement must be completed. If RGIT is receiving funding, the funding provider will be consulted.

Procedure
The Departmental Coordinators, in consultation with the DOS, will:

- Review outdated Training and Assessment Strategy (TAS) and develop new TAS in consultation with industry (industry validation process)
- Develop a transition plan/schedule to clearly detail the timelines for transition and ensure all affected students are smoothly transitioned to new course
- Discuss transition strategy with staff: CEO, Operations and Compliance Manager, Student Services Manager, Marketing Manager, Admissions Officers, Trainers
- Review and update all resources relevant to the new course including: staffing, equipment, facilities, course materials – assessment tools, study outlines, program guides, training plans, mapping tools etc.
- Complete and submit documentation to have replacement qualification or accredited courses added to scope within 12 months of the superseded date
- Review needs for professional development activities for Trainers regarding changes
- Update employers and funding providers and other stakeholders about the changes and possible effects and advise the expiry date regarding the teach-out period
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- Change all affected policies and documents including:
  a. marketing material such as flyers, prospectus, website
  b. TAS documents
  c. teaching resources
  d. assessment tools
  e. Trainer mapping and matrix
  f. Student information handbook
  g. Staff Handbook
  h. agents’ information.
  i. website

- Once the qualification or accredited course is approved and placed on scope, enrolments may begin in the new course.

Responsible parties
The DOS is responsible for the control and issuance of this policy. The Student Services Manager is responsible for the actioning of this policy and associated procedures. The DOS will consult with the CEO, Training Coordinators and Trainers regarding the transition process.

Revision history

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of modifications</th>
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<tbody>
<tr>
<td>1</td>
<td>March 2009</td>
<td>Original</td>
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<tr>
<td>2</td>
<td>January 2013</td>
<td>Overall update and editing</td>
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<tr>
<td>3</td>
<td>July 2013</td>
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<tr>
<td>3.1</td>
<td>October 2013</td>
<td>Section names change</td>
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Reference: SNR 15, 23 and 25