

# Course Transition Policy and Procedure

## 1. Purpose

The document outlines the transition process from superseded or deleted Training Package qualifications and/or units of competency.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 RGIT's scope of registration.

## 3. Responsibility

The Academic Principal is responsible for the implementation of this policy and procedure and to ensure that staff are aware of its application.

## 4. 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 12 months from endorsement date published on the national register.

**Transitioning Students:** When a training package or course is superseded, RGIT will transition students into the new course as soon as the course has been added to RGIT's scope of registration.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**Superseded date** is the date that the new Training Package is published on the national register.

## 5. Policy

- RGIT will ensure that the transition from superseded Training Package qualifications to new or revised Training Package qualifications in accordance with Standards for RTOs 2015 is managed efficiently and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

### 5.1 Policy requirements RGIT will ensure that:

- Where a course or a qualification on its scope of registration is superseded, all students' training and assessment is completed and the relevant AQF certification documentation is issued or students are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register.
- Where an AQF qualification is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.

- Where a skill set or unit of competency 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 or unit of competency was removed or deleted from the National Register, and
- A new student does not commence training and assessment in a training product that has been removed or deleted from the National Register.

The requirements above do not apply where a training package requires the delivery of a superseded unit of competency.

## 6. Procedure

### 6.1 Training Package Requirements

The Academic Principal and Course Coordinators check the national register on a regular basis and keep up to date with Training Package information, ensuring all new and updated training package releases are identified.

### 6.2 Training Package Release

When there is a new release or revision of a Training Package that relates to qualifications/courses/units on Scope of registration, the following must occur:

- a. Purchase the Training Package immediately from relevant organisation (Industry Skills Council (ISC) or TGA will be able to provide this information)
- b. Licensing Services Division requirements have been identified and understood.
- c. Establish which qualifications are required on RGIT's Scope of Registration
- d. Complete a Training and Assessment strategy for each of the new qualifications/ courses/units
- e. Map current training and assessment materials to revised Training Packages.
- f. Obtain new training and assessment materials for revised Training Package where gaps have been identified and map learning and assessment materials to revised Training Package.
- g. Identify the required process for adding the course to the Scope of Registration

N.B: Some of the qualifications may be granted automatically to RGIT's Scope of Registration while others will require an application to ASQA.

### 6.3 Placing new Training package on Scope of Registration

- a. VET Coordinator to identify timeline for new Training Package to be placed into Scope of registration.
- b. Review Purchasing Guide when released.
- c. Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package.
- d. Initiate process for the new Training Package to be implemented including Training and Assessment strategies that can be implemented.

### 6.4 Transition of Superseded Training Package

- a. RGIT will follow the procedures for 'Transition' as outlined in ASQA's General Direction - *Learner transition where a training product is no longer current* - released 01/04/2015.

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- b. RGIT will transfer continuing students of a superseded qualification into the replacement qualification as soon as practicable.
- d. Students who have not completed the superseded qualification during this timeframe will be transferred to the new qualification.

## 6.5 Internal Paperwork/Systems

- a. The Academic Principal, in consultation with Course Coordinator, will:
  - Develop a new Training and Assessment Strategy (TAS) for the new course
  - Develop a transition plan/schedule to clearly detail the timelines for transition and ensure all affected students are smoothly transitioned to new course
  - Call a meeting with key staff to consider the transition strategy
  - Update employers and funding providers and other stakeholders about the changes and possible effects.
  - Update all affected documents and internal paperwork with new titles, codes and descriptions of qualifications/courses/units including:
    - Client/Student Handbook(s)
    - Marketing Material (including website if applicable)
    - Student Records Management System
    - Learning Materials
    - Assessment tools

## 6.6 Staff Professional Development

- a. Academic Principal to ensure relevant staff attend Industry based run workshop(s) if applicable.
- b. Map current staff qualifications and experience to the revised Training Package.
- c. Conduct Professional Development with trainers and assessors who will be delivering the revised Training Package.
- d. Validate learning and assessment materials to ensure they meet the needs of the new Training Package.

## 7. References

- Standards for RTOs 2015
- ASQA General Direction – Learner Transition