

TRANSITION ARRANGEMENTS

PURPOSE

Standards for Registered Training Organisations 2015

Clause 1.26

Subject to clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:

- a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the national register
- b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF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
- c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill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
- d) a new learner does not commence training and assessment in a training product that has been removed or deleted from the national register.

Clause 1.27

The requirements specified in clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.

Seed Skills will manage the transition from superseded Training Package qualifications or accredited courses to revised Training Package qualifications within 12 months of their publication on the national register.

SCOPE

This policy and procedure is to guide Seed Skills to ensure that the transition and teach-out of superseded qualifications is effectively managed with accuracy, reliability, validity and in a timely manner.

This policy applies to all qualifications and units of competency on scope of registration.

POLICY

Where a qualification on the Scope of Registration is superseded Seed Skills will ensure students are transitioned to new training packages, or if all assessments are successfully completed, the AQF qualification is issued within one year from the date the replacement package was released on the national register.

Where an AQF qualification is no longer current and has not been superseded, students, when assessments are successfully completed, will be awarded the relevant AQF qualification within two years from the date the AQF qualification was removed or deleted from the national register.

In the event a skill set, individual unit of competency, accredited short course or module is on the Scope of Registration of Seed Skills and is no longer current and has not been superseded, Seed Skills will ensure students, when assessments are successfully completed, that the relevant AQF documentation is awarded.

The award will be issued within one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the national register.

Where a qualification or other training product has been removed or deleted from the national register and/or the Scope of Registration, Seed Skills 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.

The RTO Manager and Compliance Officer will subscribe to email updates from the national register, and will systematically review any new training product when it becomes available on the national register.

Changes will be investigated and presented at staff/ management meetings before the release on the National register. Any equivalency or non-equivalency to training products is which affect the scope of registration will confirmed and implemented within 12 months of release on the national register.

Students will be advised on an individual basis when there has been new release of a training product which affects them within one (1) month of the release date on the national register.

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.



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 RTO Manager.

Marketing material will be reviewed and updated in accordance with the Marketing Policy and within one (1) month of the scope of registration being updated.

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.

Validation activities will be undertaken in accordance with the Validation Policy when transition arrangements, including updated assessment tools and training and assessment strategies have been updated and or developed.

The actions to be undertaken will be updated on the Continuous Improvement Register.

Records of the transition process will be retained for purposes of audit.

DEFINITIONS

National register means www.training.gov.au

RESPONSIBILITIES

The RTO Manager is responsible for:

- Effective implementation and management of this policy.
- Checking that the qualifications and/or accredited courses listed are current and have not been superseded
- The latest versions of each Training Package and/or accredited courses is being used within the RTO

The CEO has overall responsibility for the implementation and review of this policy, and is required to check the national register for updates of all items on Scope of Registration at least quarterly.

PROCEDURE

A meeting of all relevant stakeholders of Seed Skills will be held to discuss the changes made and formulate a project plan on the implementation of the new requirements before the formal release on the national register.

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The project plan and the implementation process will be reviewed at each management meeting until the new changes have been implemented successfully.

Equivalency

When equivalency of training products is identified, the RTO 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.

Non equivalency

Gaps in Training Package outcomes or other training product are identified and a strategy formulated by the assessors to address the gap/s.

Documentation to close the identified gaps will be developed by the RTO Manager or externally sourced.

Training and delivery will be adjusted according to the strategy and assessment undertaken to ensure students receive training in the newly released component.

Students who are affected by changes in outcomes they are currently studying will be offered gap training at no extra cost.

Validation

Validation of new assessment tools, training and assessment strategies, learning material and/or any other material relating to the qualification occurs and is documented.

Exemptions

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.

Students

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.

Current students 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.

Students will be advised by their Trainer/Assessor or the RTO Manager 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.

To ensure a consistent approach to the transitional arrangements for students the following steps are to be taken:

1. All currently enrolled student's files to be reviewed. Student progress is to be reviewed to determine if students are able to complete their course enrolment within the 'teach out' period.
2. Where it is determined that the timeframe to complete the course is not appropriate, the student's enrolment must be transferred to the replacement course being offered.
3. When transferring a student to a replacement course the following must occur:
 - Ensure all assessments are up to date and the student's progress is up to date in the existing enrolment
 - Complete all relevant enrolment paperwork for the new course
 - Map the student's progress to the new course using the mapping information within the Training Package
 - Complete a recognition process to the new course for delivery and assessment already conducted.
 - Determine remaining delivery and assessment requirements and develop training plan.

CONSUMER RIGHTS

Seed Skills will, via email to the email address on record, notify existing students when any change occurs that may affect the services they receive. This includes:

- a change in ownership of the RTO, and/or
- any changes to, or new third-party arrangements Seed Skills puts in place, for the delivery of services to affected students.



CHANGES TO THIRD-PARTY ARRANGEMENTS

The Standards for Registered Training Organisations 2015 define a 'third party' as any party that provides training and/or assessment services on behalf of the RTO.

Prior to enrolment or commencement of training, Seed Skills will ensure that prospective students are told about any third parties who are involved in the training, assessment and/or related services. Students may also be provided with the contact details of the third party.

Seed Skills will also ensure that students are notified of the procedure which will be followed if a third party delivering training and assessment on its behalf is unable to fulfil its obligations in providing that training and assessment.

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