

## **TRANSITION ARRANGEMENTS FOR TRAINING PACKAGES AND ACCREDITED COURSES – POLICY & PROCEDURE**

### **Purpose**

To provide guidelines for the transition of students from a superseded training package qualification or accredited course to a new or revised training package qualification or accredited course.

Where a Training Package has been reviewed, the new qualifications should be implemented within six months, but no later than twelve months from the approval date (NTIS publication date or date approved by the relevant State Training Authority). *AQTF Conditions 9 and DEEWR published statement March 2008 (Training Package Development Handbook).*

### **Responsibilities**

The Institute Manager has the first line of responsibility to ensure that the AQTF Conditions of Registration are adhered to. The responsibility for ensuring that Transition Arrangements are in place and followed has been delegated to the Institute Manager.

The National Compliance Manager is responsible for day to day operations to ensure compliance with the AQTF 2007 Conditions.

### **Definitions**

#### **Transition Arrangements**

Transition Arrangements provide details for managing the phasing out of a superseded or expired training package qualification or accredited course. These are to be documented in a Transition Plan and should include:

- a qualification/competency transition mapping table showing the relationship between the old qualification/competencies and the new qualification/competencies (or courses).
- arrangements and timelines for the transfer of students to the new training package or course,
- arrangements for students to complete the superseded or expired qualification or course, if appropriate
- the date after which no new enrolments are to be taken in the superseded or expired training package qualification or accredited course
- the period of time that the superseded qualification or expired course may continue to be delivered
- considerations for the best interests of students and the existing delivery modes for the qualification or course

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- notifications to be provided to all full-time and part-time currently enrolled students of proposed transition arrangements as early as possible, explaining the effects of the transition arrangements
- advice, guidance and transition plans to be provided for individual students
- Credit Transfer and Skills Recognition arrangements for transition

### **Endorsed Date**

The date the Training Package is endorsed by the National Quality Council.

### **Superseded Date**

The date the Training Package is published on NTIS or an alternative date as specified by a State Training Authority for that State's purposes.

### **Transition Date**

The final transition date is the date prescribed in the Purchasing/Implementation Guide or by the State Training Authority/Registering Body.

### **Transition Period**

Transition from superseded training package qualifications to new training packages qualifications must be completed within 12 months of the date the revised package or qualification is released on the National Training Information Service (NTIS) or the date approved by the State Training Authority.

The transition period should not be longer than the normal duration of the qualification or course in existing delivery modes.

### **Currently Enrolled Student**

A student who is enrolled in a particular training package qualification or accredited course at the Institute in the enrolment period immediately prior to the date from which the training package or course is superseded or expires.

### **Previously Enrolled Student**

A student who has been enrolled in the past at the Institute or at another RTO, in the qualification or course which is being superseded or is expiring but who has a gap in their enrolment history, including in the enrolment period immediately prior to the date from which the training package or course is superseded or expires.

### **NEW Enrollee**

A person who wishes to enrol in a particular training package qualification or accredited course for the first time and has never previously been enrolled in this qualification or course at the Institute or at any other RTO. They may have been enrolled in other qualifications or courses.

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**Policy Guidelines**

1. Transition dates that are published in Purchasing Guides and provided by State Registering Authorities must be followed.
2. The transition period for superseded/expired qualifications should not exceed 12 months from the new training package approval date except in special circumstances. Transition arrangements lasting for more than 12 months must be approved by the National Manager and/or National Compliance Manager.
3. Where possible, students should have the opportunity to transfer to the most recent qualification. When making the decision to transfer to the new qualification the following should be considered:
  - proportion of the qualification that has been completed,
  - the degree of alignment with the new qualification, and
  - potential advantage or disadvantage to student (including issues relating to CoE's and Student Visa's for students from overseas).
4. A student must be allowed to complete the course in which they originally enrolled or be transferred to the replacement course with minimum disadvantage to the student.
5. No **New Student** can be enrolled in an accredited course after its accreditation expiry date or be enrolled in a Training Package qualification from 12 months after the Training Package superseded date has passed.
6. **Currently Enrolled Students** and, where appropriate, **Previously Enrolled Students** are entitled to complete the qualification in which they were enrolled, however students who have completed 50% or less of their qualification should be encouraged to transfer into the new/revised qualification.
7. No student should be disadvantaged by being transferred to a new qualification. This may include CoE and Visa arrangements and renewal costs for students from overseas.
8. The National Manager or delegate will ensure that transition arrangements are documented for each course and group, and provide details to relevant stakeholders in a timely manner, especially Students and Student Services.
9. A **Previously Enrolled Student** wishing to re-enrol in a superseded/expired qualification during the transition period can only enrol in units approved by the Program Coordinator for delivery during the transition period. Special

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arrangements should not be made if the Institute has ceased to deliver particular units.

10. Only **Currently Enrolled Students** and **Previously Enrolled Students** who are able to fully complete the superseded/expired qualification during the transition period should be enrolled in the superseded/expired qualification during this period.

**Procedures**

1. Identify if course needs to be added to Scope of Registration
2. Identify if the course needs to be added to CRICOS registered course list
3. Prepare a qualification/competency mapping table to show relationship from old to new qualification, and develop relevant Skills Recognition template if required
4. Prepare appropriate Learning and Assessment Strategies
5. Consult with Marketing and prepare or update relevant marketing materials to accurately reflect the new/revised course
6. Prepare relevant applications for addition to Scope as required
7. Develop and implement a Transition Plan as per this Policy and Procedure to advise stakeholders (eg Education Agents, Marketing, Admissions, Trainers) and to identify affected students
8. Set appropriate cut-off and commencement dates for old and new qualifications
9. Establish “teach-out” requirements and quota
10. Prepare suitable notifications for students, staff, Education Agents, and other stakeholders
11. Undertake relevant PD with staff and trainers
12. Check Registration Status and if course/qualifications are successfully added to registration continue as follows
13. Introduce and commence enrolments in new course/qualification
14. Complete “teach out” of old course/qualification
15. Close off and cancel registration (if required) of old course/qualification

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<b>Responsibility</b>	Education Group Manager and Institute Manager
<b>Policy Endorsed By</b>	Continuous Improvement Committee
<b>Endorsement Date</b>	
<b>Policy Complies with</b>	AQTF 2007 and National Code 2007
<b>Version Number</b>	Ver 1-2010