Training Product Transition Policy - VET

Policy Code: ACA-017   **Version:** 5.0   **Effective Date:** 19 June 2019

Purpose:

This policy and accompanying procedures have been developed to support Standard 1 of the *Standards for Registered Training Organisations (RTOs) 2015* (specifically clauses 1.26 and 1.27), to ensure that the College is always using the most recent versions of training products as they are released.

Definition of "College" – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation and Wellnation. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each and any of these respective trading names and accordingly, the College you are attending.*

Scope:
- All campuses delivering VET courses
- Student Services
- All VET staff (including sessionals)
- All VET students

Policy Statement:

As a responsible Registered Training Organisation (RTO), the College implements strategies to have the latest versions of training products delivered and assessed, and listed on its Scope of Registration.

This policy and accompanying procedure will:

- Assist all staff at the College to ensure that all superseded training products are taught out appropriately and within the designated timelines.
- Ensure that appropriate transition arrangements are put in place and that students are notified and consulted as necessary.
- Ensure that all new training products that are required on the College's Scope of Registration are acquired and available to all relevant staff.

Training Product Transition Arrangements

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Changes to Qualifications or Accredited Course

In the case of a Training Package or accredited course that has been reviewed and superseded, the new qualification should be implemented within six (6) months, but no later than 12 months from the endorsement date published on the national register (www.training.gov.au). The College must transfer all currently enrolled students into the revised qualification within 12 months unless it would genuinely disadvantage students to do so.

In cases of disadvantage, the College **must** apply and receive approval from Australian Skills Quality Authority (ASQA) for an exemption to continue to deliver a qualification beyond the usual 12 month period. If approved by ASQA, the superseded qualification can be delivered for up to 18 months after the endorsement date of the revised qualification (i.e. an additional six (6) months of teaching out the course).

The College will review the status and progress of all currently enrolled students to determine their capacity to complete the requirements of the award during the 12 month transition period. Students who will be unable to complete their award within the transition period will be required to transition to the new qualification if they wish to complete the award. New enrolments may be taken during the 12 month teach-out period, on the condition that new students are made aware on enrolment (in writing), of the upcoming requirement to transition to the new package or accredited course.

The College, as required by ASQA, will apply to and inform ASQA of the changes needed to a qualification on the College's Scope of Registration.

Discontinuation of Qualifications

In the case of a Training Package being no longer current, nor superseded on the national register (i.e. discontinued entirely), the College will ensure training and assessment is completed and qualifications issued within a two (2) year period. New enrolments will **not** be taken by the College during this teach-out period.

In such cases, the provisions of the *Course and Training Package Discontinuation Policy - VET* will be followed.

The College, as required by ASQA, will apply and inform ASQA of the need to remove discontinued qualifications from the College's Scope of Registration.

Discontinuation of Accredited Courses

In the case of an accredited course being no longer current, nor superseded on the national register, the College will ensure training and assessment is completed and qualifications issued within a one (1) year period of the expiry date. New enrolments will **not** be taken by the College during this teach-out period.

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In such cases, the provisions of the *Course and Training Package Discontinuation Policy - VET* will be followed.

The College, as required by ASQA, will apply and inform ASQA of the need to remove discontinued accredited courses from the College's Scope of Registration.

Changes to Unit/s of Competency

In the case of a unit of competency that has been reviewed or superseded and taught as a stand-alone unit, the new unit should be implemented within six (6) months, but no later than 12 months from the endorsement date published on the national register (www.training.gov.au). The College must transfer all currently enrolled students into the revised unit of competency within 12 months. New enrolments may be taken during the 12 month teach out period, on the condition that new students are made aware on enrolment (in writing), of the upcoming requirement to transition to the new unit of competency.

The College, as required by ASQA will apply and inform ASQA of changes required to units of competency on the College's Scope of Registration.

Discontinuation of Unit/s of Competency

In the case of a unit of competency being no longer current, nor superseded on the national register and taught as a stand-alone unit, the College will ensure training and assessment is completed and a Statement of Attainment is issued within a one (1) year period. New enrolments will **not** be taken by the College during this teach out period.

In such cases, the provisions of the *Course and Training Package Discontinuation Policy - VET* will be followed.

The College, as required by ASQA, will apply and inform ASQA of the need to remove discontinued of units of competency on the College's Scope of Registration.

If the discontinued unit of competency is a requirement of a Training Package which has not been amended, the discontinued unit will be delivered and assessed until the relevant Training Package has been revised, updated and amended by the national registering body on www.training.gov.au.

Responsibilities

The National VET Manager will be the person with the responsibility to ensure that the *Standards for Registered Training Organisations (RTOs) 2015,* in relation to transitioning of training products, are adhered to. The responsibility for ensuring that notifications and applications required by ASQA are submitted, transition arrangements are developed, documented, in place and followed also lies with the National VET Manager, in consultation with the National Quality, Governance & Compliance

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Manager.

The National Educational Pathways Manager will be the person with the responsibility to ensure that the *Standards for Registered Training Organisations (RTOs) 2015* in relation to transitioning of training products are adhered to in regards to advanced standing at the College.

Related Procedures:

Nil

Acronyms:	**VET –** Vocational Education and Training
Definitions:	**Advanced Standing** – Advanced Standing is a form of credit for any previous learning.
	Currently Enrolled Student – A student who is enrolled in the stated training package qualification at the College in the 12 months immediately prior to the date from which the training package is superseded or expires. This does not include students who have been withdrawn from the qualification.
	Endorsement Date – The date the Training Package is endorsed by the National Skills Standards Council (NSSC).
	New Enrolment – A person who is not enrolled in the stated qualification in the 12 months prior to that qualification being superseded or expired, and who wishes to enrol into the qualification.
	Scope of Registration – is a list, and details of training products that a Registered Training Organisation's is approved to deliver and assess.
	Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.
	Training Product – means a training package qualification, unit of competency, or accredited course.
	Transition Arrangements – Transition Arrangements provide details for managing the phasing out of a superseded or discontinued training package

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qualification. These are to be documented in a Transition Plan developed by the National VET Manager and should include:

- A qualification / competency transition mapping matrix showing the relationship between the superseded qualifications / competencies and the new qualification / competencies.
- Arrangements and timelines for the transfer of students to the new training package qualification.
- Arrangements for students to complete the superseded qualification.
- The date (if appropriate) after which no new enrolments are to be taken in the superseded qualification.
- The period of time that the superseded or expired qualification may continue to be delivered.
- Considerations for the best interests of students and existing delivery modes for the qualification.
- The notifications of proposed transition arrangements are to be provided to full-time and part-time students currently enrolled as early as possible with explanations regarding the effects of the transitions arrangements – this may include an individual *Student Transition Plan*.
- Any advanced standing arrangements for transition.

In the case of a discontinued course or training package, a *Course or Training Package Discontinuation Plan* must be documented and approved by VET Advisory Board, as per the *Course and Training Package Discontinuation Policy - VET*.

Further Information:

Related Policies: *Course and Training Package Discontinuation Policy - VET*

Benchmarking: Not applicable

Supporting Research and Analysis: Not applicable

Related Documents: *Course and Training Package Discontinuation Plan*

Student Transition Plan Template

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Related Legislation: *Standards for Registered Training Organisations (RTO's) 2015*

Guidelines: *Australian Skills Quality Authority: Users' Guide to the Standards for Registered Training Organisations 2015. Clauses 1.26 -1.27*

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Policy Owner:	National VET Manager
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Recommending Body:	VET Advisory Board Meeting Date: 31 July 2013
Approval Body:	College Council Meeting Date: 23 August 2013
Policy Status:	Revised
Responsibilities for Implementation:	• *Dean & Director of Operations* • *National Educational Pathways Manager* • *National Quality, Governance & Compliance Manager* • *National Sales & Admissions Manager* • *National VET Manager*
Key Stakeholders:	• *Admissions team* • *Chief Executive Officer* • *Compliance team* • *Educational Pathways team* • *National VET Manager* • *Program Managers* • *Student Services team* • *Trainers & Assessors* • *VET Advisory Board*

Full Version History			
Version	Date	Author	Details
1.0	March10	S Jones	Approved by DOE & CEO
1.1	21Oct11	S Jones	Additional feedback incorporated & placed in new template
2.0	9Dec11	S Jones	Approved by College Council
1.0	24 July 2013	C Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).

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