

Training Product Transition and Expiry Policy and Procedure

Purpose

The purpose of this policy and procedure is to outline Centre of Professional Learning and Education's approach to managing its Scope of Registration to ensure that it delivers only current qualifications and units from a Training Package and only currently accredited VET Accredited Courses.

It outlines the approach taken to ensure that students are transitioned to new Training Products as required by Standard 1, Clause 1.26 and 1.27

This policy and procedure supports the Standards for Registered Training Organisations (RTOs) 2015 Standard 1 Clause 1.26 and 1.27

Authorisation

This policy shall be endorsed and issued under the authority of the Director of Professional Learning and Education.

Policy

1. Centre of Professional Learning and Education ensures that wherever possible students graduate with the qualification that most closely represents the current skill needs of industry.
2. Where a Training Product on Centre of Professional Learning and Education's scope of registration is superseded, the RTO will ensure that all students enrolled in the superseded Training Product will, within one year of the replacement being published, either:
 - Be transferred to a current Training Product, as long as the replacement is on the RTO's scope of registration.
 - Have all training and assessment completed and the certification document issued for the superseded Training Product.
3. Clause 2 does not apply where a Training Package requires the delivery of a superseded unit of competency. This means that if a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered – it cannot be replaced by a unit even if seen as equivalent.
4. Where an AQF qualification is no longer current and is not superseded by a new one (i.e. it is deleted or expired), training and assessment will be completed for students enrolled in the program within a period of 2 years from the date the qualification was removed or deleted.
5. Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for students enrolled will be completed within a period of one year from the date it was removed or deleted.

Document Type: Policy	Doc Ref No: RTO-PRG-POL-005	Version No: V1
Date of Effect: 1 June 2015	Due for Review: Jun 2018	Page 1 of 5
MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED		

Training Product Transition and Expiry Policy and Procedure

Procedures

1. Keeping abreast of changes to Training Products

Procedure	Responsibility
<p>A. Scope register and subscribing to updates</p> <ul style="list-style-type: none"> A scope register is maintained which lists each Training Product on the RTO's scope of registration, the date on which each product is due to be reviewed, or the date of expiry. The RTO subscribes to updates from the National Register as well as relevant industry skills councils so that the RTO is aware of impending changes to Training Products 	Manager

2. Superseded Training Products

Refer Standard 1, Clause 1.26

Procedure	Responsibility
<p>B. Ensure students' needs are considered</p> <ul style="list-style-type: none"> Once a Training Product has been superseded, the RTO must ensure training and assessment is completed for all students within one year from the date of it being superseded. Students should not be enrolled in a qualification, unit or course that they will not be able to finish within the year. Ensure currently enrolled students can complete within this timeframe. If not, refer to transition at point D below. Ensure this information is communicated appropriately to staff, students, employers (if applicable) and other stakeholders affected by the changes to the training products. 	Manager
<p>C. Make arrangements to update scope of registration (as required)</p> <ul style="list-style-type: none"> Where a Training Product on the RTO's scope of registration is superseded by an equivalent qualification, the scope will be automatically updated to include the new equivalent Training Product unless the RTO has opted out of this process. If the RTO has opted out, make arrangements to have the new product added to scope. This will include developing the course materials, TAS as outlined in the <i>Training & Assessment Policy and Procedure</i>. 	Manager
<p>D. Manage student teach-out or transition</p> <ul style="list-style-type: none"> Develop a plan for each student enrolled in the superseded qualification or unit. Inform students of the timeframe in which they must complete (one year) or advise them of the transition arrangements. 	Manager Trainer/Assessor

Document Type: Policy	Doc Ref No: RTO-PRG-POL-005	Version No: V1
Date of Effect: 1 June 2015	Due for Review: Jun 2018	Page 2 of 5
MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED		

Training Product Transition and Expiry Policy and Procedure

Procedure	Responsibility
<ul style="list-style-type: none"> Transition arrangements must minimise the impact on the student as much as possible. This means identifying credit transfers that may be applicable, RPL, or moving the student into the new qualification as soon as possible so as to minimise the work involved in the transition. The Directorate must be contacted and approval granted prior to continuing a student's training in a qualification during the teach-out period. Complete and submit variation to the training contract (if applicable) and update or complete a new training plan. 	
<p>E. Ceasing Delivery</p> <ul style="list-style-type: none"> Where a decision is made to cease delivery of a qualification it has promoted the Centre of Professional Learning and Educations will advise the Directorate in writing of the decision, including any proposed transition arrangements and status reports for the affected students within 14 days. Assist the student and employer (if applicable) to apply for a change of RTO. Issue the statement of attainments within 30 days from when delivery ceases. 	

3. Deleted or Removed Training Products

Refer Standard 1, Clause 1.26

Procedure	Responsibility
<p>F. Deleted Training Products</p> <ul style="list-style-type: none"> Once a Training Product has been removed or deleted, the RTO must ensure training and assessment for enrolled students is completed, and certification documentation issued, within 2 years of the date the Training Product was deleted. Students must not be enrolled in a qualification, unit or course once it has been deleted/ removed. Ensure this is communicated to staff who may be involved in marketing, promoting or enrolling students. Remove these qualifications/ courses from marketing materials – website, student handbook etc. The scope of registration will be updated two years from the date of deletion and from then, students must not be trained or allowed to enrol after this date. A qualification may not be issued after this date. 	Manager

Document Type: Policy	Doc Ref No: RTO-PRG-POL-005	Version No: V1
Date of Effect: 1 June 2015	Due for Review: Jun 2018	Page 3 of 5
MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED		

Training Product Transition and Expiry Policy and Procedure

Definitions	<i>National Register</i>	means that listed at www.training.gov.au
	<i>RTO</i>	Registered Training Organisation
	<i>Standards</i>	Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework
	<i>Training Product</i>	AQF qualification, skill set, unit of competency, accredited short course and module

Responsibilities:

Manager:

- Ensure that this policy is communicated and adhered to.

Related Documents:

ORG-QMS-POL-001	Vision, Mission and Values Statement
-----------------	--------------------------------------

References:

- ISO 9001:2008
- *Standards for Registered Training Organisations (RTOs) 2015*

Document Contact:

Manager, Quality Assurance

P: (02) 6293 6500

E: quality@commsatwork.org

Document Type: Policy	Doc Ref No: RTO-PRG-POL-005	Version No: V1
Date of Effect: 1 June 2015	Due for Review: Jun 2018	Page 4 of 5
MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED		

Training Product Transition and Expiry Policy and Procedure

Review Specifications:

OFFICE USE ONLY			
Written/reviewed by:	Renee Keelan	Authorised for release by:	Carolyn Cousins
Version number:	1	Signature of authorising person:	

VERSION HISTORY		
Version	Date of effect	Brief summary of change
V1	01/06/2015	Initial document

Document Type: Policy	Doc Ref No: RTO-PRG-POL-005	Version No: V1
Date of Effect: 1 June 2015	Due for Review: Jun 2018	Page 5 of 5
MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED		