

Qualification Transition Policy & Procedure

Signature Training

Policy Version 1.0

Policy

Signature Training will manage the transition from superseded Training Package qualifications or accredited courses to revised Training Package qualifications within 12 months of their publication on the training.gov.au website.

Purpose

Signature Training will ensure it delivers only currently endorsed Training Packages and no new enrolments are allowed into superseded qualifications after the 12 months transition period or as specified by the Australian Quality Skills Authority.

This purpose is in line with ASQA General Direction (1 April 2015) on Learner Transition which came into effect in 2015, detailing arrangements concerning:

1. the commencement of a new learner in a training product which is no longer current (i.e. the training product has been superseded, removed or deleted from the National Register); and
2. the timeframe in which a RTO must complete the training, assessment and AQF certification documentation issuance for learners enrolled in a training product which is, or becomes, no longer current.

The purpose is also to ensure that the new Deleted Status which came into effect on 13 June 2017 on training.gov.au is also observed. Any training packages or components that were marked as superseded with no replacement had their status updated to Deleted. This means they can no longer be delivered as nationally accredited training with immediate effect and new learners cannot commence in them.

Scope

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

Responsibility

The CEO has the overall responsibilities for the implementation and maintenance of this policy and procedure. The CEO has the responsibility to ensure this policy is maintained and conducted as required.

Procedure

The CEO will identify relevant superseded Training Packages accredited courses or units of competency and will manage the transition to endorsed Training Package qualifications.

The CEO will:

1. Identify

- Identify the last date to replace the superseded qualifications on Signature Training scope of Registration with the revised Training Package qualifications as per the transition log.
- Inform the CEO of the timeframe for the transition to the endorsed Training Package accredited courses or units of competency.
- When necessary, prepare and submit a formal Variation of Scope in accordance with all regulatory requirements (For non-equivalent qualifications).

2. Planning

- Identify the relationship between superseded and endorsed Training Package Units of Competency or accredited courses as per the transition log.

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3. Consultation

- Consult with and engage Industry comments and review through relevant Industry Consultation to ensure that industry engagement and support is evident in the development of new Training and Assessment strategy.

4. Development

- Assign the task to develop new Training and Assessment materials and appropriate resources as required.
- Arrange to purchase the endorsed Training Package or accredited curriculum documents from the designated supplier.

5. Review

- Assess Training and Assessment materials and resources to ensure compliance with Training Package requirements.

6. Authorisation

- Submit a final course recommendation to the CEO for approval.

7. Ensure

- The CEO will advise of any relevant changes to marketing materials, anticipated date for change and all required information to assist with brochure and marketing material updates.

8. Notify

The CEO will:

- set a commencement date for delivery of new courses as per the Transition Log.
- advise students completing a superseded course and allow them to finish the course in accordance with all regulatory requirements.
- advise students currently enrolled in a superseded course and due to start after the set commencement date for delivery of the new course to be offered the choice to obtain a refund on fees paid or to enroll in another course.

9. Teach-Out Process

- The CEO will ensure the transfer of continuing students to the new qualification/accredited course, should occur as soon as practicable within the 12 month teach out period. Where a training product on its scope of registration is superseded, all learners training and assessment is completed and certification is issued or learners are transferred into a replacement within the 12 months. Where a qualification is no longer current and has not been superseded all training is completed and certification issued within a two-year period. For skillset programs, unit of competency or short courses, this time frame must take place within 12 months.

Supporting Documents

- Procedures Checklist (Appendix A)
- Transition Log (Appendix B)

Transition Procedures Checklist

1. Identify if the course needs to be added to Scope of Registration
2. Attain the qualification/competency mapping table from the new training package to show relationship from old to new qualification, and develop relevant recognition of current competency (RCC) template if required
3. Prepare appropriate Training and Assessment Strategies
4. Consult with Marketing and prepare or update relevant marketing materials to accurately reflect the new/revised course
5. Prepare relevant applications for addition to Scope (when required)
6. Develop and implement a Transition Log as per this Policy and Procedure to advise stakeholders (e.g. Business Development, Marketing, Admissions, and Trainers) and to identify affected students
7. Set appropriate cut-off and commencement dates for old and new qualifications as per the transition Log
8. Establish “teach-out” requirements
9. Prepare suitable notifications for students, staff and other stakeholders
10. Undertake relevant professional development (PD) with staff and trainers
11. Check Registration Status and if course/qualifications are successfully added to registration continue as follows
12. Introduce and commence enrolments in new course/qualification
13. Complete “teach out” of old course/qualification and ensure Statements of Attainment are issued for any units of competency completed in the superseded qualification within the required time frame
14. Ensure that for Smart and Skilled, the contract/student record is updated in STS Online
15. Ensure that for Smart and Skilled NSW, a new training plan is completed or the new or replacement qualification
16. Close off and cancel registration (if required) of old course/qualification. This will normally occur now automatically with TGA, but it needs to be checked regardless

