

Policy Name	Transition to New Training Products Policy
Date	24 October 2018
Responsible dept.	Student Administration
Current Version	V2

## PURPOSE

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The purpose of this policy is to ensure that CAL delivers the most current qualification and learners are transferred into replacement training products, where a training product on its scope of registration is superseded. Within a period of one year from the date the replacement training product was released on the national register to meet the *Standards for Registered Training Organisation's (RTOs) 2015* and Training Package requirements a transition will occur.

This policy will assist CAL staff to ensure that the transition of and teach out of superseded qualifications is effectively managed with accuracy, reliability, validity and in a timely manner.

## SCOPE

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This policy is applicable to all CAL students, prospective students and other approved stakeholders.

## DEFINITIONS

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**Transition Period** means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

**Training Product** means AQF qualification, skill set, unit of competency, accredited short course and module.

**Scope of Registration** means the training products for which an RTO is registered to issue AQF certification documentation.

**Superseded Training Products:** previously endorsed products when a training package is revised, the new version is published on the national register, training.gov.au.

## POLICY STATEMENT

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Where a training product is superseded by a replacement version, delivery to all students in the superseded version must finish within one year, unless otherwise advised by ASQA.

During the one-year transition period, CAL will allow students to commence training in the superseded training product after making students aware that the training product has been superseded and that students must either be completed or transferred out to the current training product before the end of the transition period.

Existing students will be informed of the changes to Training Package (within 3 months from the date it was superseded) and given the opportunity to transfer to the most recent qualification.

Existing students that are affected can either:

- Opt to transition to the new training product,
- Complete the superseded training product prior to the transition date.

For existing students who do not wish to transition to the new qualification, CAL will continue to provide training services to support the completion of commenced qualifications, however, if a student is not able to complete by the transition date, the student will be transferred to the new training product.

After the transition period has ended CAL will not;

- Enrol, deliver or assess students in that training product,
- Issue a qualification or statement of attainment for that training product (except as a replacement for a previously issued qualification or statement of attainment).

To comply with the new packaging rules incorporating the updated units.

## SUPPORTING DOCUMENTS

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- Related training product from National Register; training.gov.au,
- Training and Assessment Strategy,
- CAL Student handbook,
- Assessment Tools,
- Marketing Policy,
- Assessment Policy,
- Marketing Material/Collateral.

PROCEDURE

Action	Responsibility
RTO receives notification that a training product has been revised/updated.	CEO
Training and administration staff will be advised of the update and the required transition arrangements.	CEO
Analysis of the new qualification/units and plan documented for the redevelopment of training and assessment strategies, learning materials, assessments if necessary.	Learning and Development Manager
Identify students who can complete in time and those who need to transition. Existing students will be informed of the changes to training product and will be given the opportunity to transfer to the most recent training product.	Student Administration
A transition kick off meeting will be held with internal stakeholders and a transition plan and communication strategy will be developed	Learning and Development Manager
Training and administrative staff will undergo a training program to be aware of the transition procedure.	Learning and Development Manager
Update scope of registration to include the current training product.	CEO
New qualification added to the scope of registration.	CEO
The student to respond to student administration with their choice – <ul style="list-style-type: none"> <li>● Opt to change to the new training product,</li> <li>● Continue with the superseded training product and complete prior to the transition date.</li> </ul>	Student
Make the required modifications to all marketing materials to ensure compliance with transition timeframes and seek approval from CEO	Marketing Manager

<p>Enrolment and Student Management System processes will be modified to reflect the changes to the new qualifications.</p> <p>Update student portal, course documents, qualifications/statements of attainment templates to reflect the changes to new qualifications.</p>	<p>Student Administration</p>
<p>Course material, training and assessment strategies will be created/amended or updated where necessary prior to commencing delivery.</p>	<p>Director of Course Development</p>
<p>Organise transition to the new training product</p> <ul style="list-style-type: none"> <li>• Enrolment of new students in new qualification,</li> <li>• Enrol/transition existing students to new qualification.</li> </ul>	<p>Student Administration</p>
<p>For all students undertaking the superseded training product issue a statement of attainment before the transition date or transfer to the new training product.</p>	<p>Student Administration</p>

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	15/06/2018	Helen Sabell	June 2019
2	24/10/2019	Sarah Sabell	October 2020
Compliance References			
<b>Statutory</b>	<p>The <i>Standards for Registered Training Organisations (RTOs) 2015</i></p> <p>Clause: 1.26, 1.27</p>		
<b>Industry</b>	Vocational Education and Training (VET)		
<b>Document Located</b>	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		