



## **PURPOSE**

This policy and procedure document outlines the transition process from superseded or deleted Training Package qualifications and/or units of competency to their successor/s.

## **SCOPE**

This policy and procedure document applies to all nationally endorsed training package courses and units of competency on Veritas Institute Australia's scope of registration.

## **DEFINITIONS**

**Transition** This is all actions required to change the delivery operations of Veritas Institute Australia from an existing training product to its successor. It includes consideration of resourcing, registration and transfer of students. Veritas Institute Australia can continue to deliver the superseded product until it is ready to deliver the new equivalent product; delivery will cease within 12 months of the transition date or as declared by the regulator.

**Transition period** This means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

**Transition Preparation** These are the steps that Veritas Institute Australia takes to prepare students, trainers/assessor and the organisation to make the transition from a superseded training product to its successor.

**Transitioning Students** When a training product is superseded, Veritas Institute Australia will transition students into the new training product as soon as the course has been added to the Veritas Institute Australia scope of registration.

**Training Package** This is the set of nationally endorsed units of competency, packaging rules, qualifications and assessment requirements used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

**Training Product** The glossary in the Standards for Registered Training Organisations 2015 defines the term 'training product' as including an 'Australian Qualifications Framework (AQF) qualification, skill set, unit of competency, accredited short course [or] module'.

**Removing items** Veritas Institute Australia reserves the right to not update its scope to the new training product. Should it choose to exercise this right, then it will apply to ASQA to have the item removed, once there are no students enrolled in that item (that is, they have completed their qualification within the time allowed for transition).

**Superseded date** This is the date that the new Training Package is published on training.gov.au, the national register for vocational education training products and providers



## **POLICY**

This policy ensures that Veritas Institute Australia will efficiently and effectively manage the transition from superseded training products to new or revised training products occurs in accordance with Standards for RTOs 2015. To this end, Veritas Institute Australia will:

- Complete students' training and assessment and issue the relevant AQF certification within a period of twelve (12) months from the date the replacement training product was released on the National Register (training.gov.au) or a date defined by the regulator.
- Where it is not possible to complete students' training and assessment within that period Veritas Institute Australia will make arrangements to have those students transitioned into the current training product.
- Not enrol any commencing students into a training product that is superseded.

It must be noted however that:

- The requirements above do not apply where a training product requires the delivery of a superseded unit of competency
- Veritas Institute Australia reserves the right to not offer the replacement current training product
- Extensions for an extended transition period will not be necessarily be accepted by ASQA for a cohort of Veritas Institute Australia's students.

## **PROCEDURE**

1. Veritas Institute Australia's staff, administration, compliance and senior management receives regular notifications from ASQA to remain up to date with any changes to any training production
2. When a communication is received that there is a new release or new version of any training product on its scope, the following occurs:
  - a. Senior Management is alerted to the publication of a new version of a training product
  - b. The CEO/RTO manager/ Compliance manager develops a project plan to manage the transition process at all levels of the business
  - c. The CEO/RTO manager/ Compliance manager notify all staff of the change
  - d. A copy of the new training product is obtained
  - e. The Training and Assessment Strategy for the superseded qualification is amended in accordance with the changes made, and a draft provided to CEO/RTO manager/ Compliance manager/Trainers/Assessors for their comments and feedback
  - f. The Compliance Manager/RTO Manager will also provide all staff with:
    - I. VET Student Handbook & Prospectus
    - II. Link to updated 'SharePoint' (online access to trainer/assessor resources for training production on Veritas Institute Australia's scope)
    - III. Updated marketing materials, and enrolment documentation (letters of offer etc.)
  - g. Superseded training and assessment materials mapped to new training product
  - h. Skills and experience matrices for currently engaged trainers and/or assessors are reviewed to ascertain what, if any, impact the release of a new training product has on them in regards to professional development/currency of skills and experience/vocational competencies
  - i. Suitably qualified and experienced trainers/assessors are engaged to update, rewrite training and assessment materials to align with the new training product
  - j. Revised assessments are validated
  - k. The suite of updated documents and online resources relating to the new training product are presented to the RTO manager/ Compliance Manager for their review, feedback and final approval
  - l. In accordance with the project plan Veritas Institute Australia will:
    - I. Update Senior Management regularly on the process of updating the training product materials



- II. Keep all students currently enrolled in the superseded qualification notified about the necessity to transition and about the planned transition arrangements, explaining the process, their options and timelines
  - III. Generally speaking, and as far as practical, Veritas Institute Australia will transition students from the superseded to the current training package, unless the student opts to complete their training and assessment in the superseded training product
  - IV. Provide trainers and/or assessors with a professional development session on the updated training package and any changes made as a result
- m. In accordance with the project plan, Senior Management begins operationalising the project plan to transition students into the new training product, and enrol commencing students into the new training product

### **COMPLAINTS AND APPEALS**

To appeal against any decisions made under this policy and procedure document

- Students may access the Complaints & Appeals Policy and Procedure
- Veritas Institute Australia's trainers and/or assessors may access the Complaints & Appeals Policy and Procedure.

### **POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY AND PROCEDURE**

- Senior Management
- CEO
- RTO Manager
- Compliance Manager

### **RELATED DOCUMENTS**

- Refund and VET FEE HELP re-credit Policy
- VET Professional Development and Currency Policy
- Assessment Validation Policy and Procedure
- Transition Plan Form

### **RELATED LEGISLATION**

This Policy and Procedure document supports Veritas Institute Australia's compliance with the following legislation:

- Standards for Registered Training Organisations (RTOs) 2015 (Cth)
- User Guide Standards for Registered Training Organisations (RTOs) 2017
- Australian Skills Quality Authority (ASQA) General Directions
- Australian Qualification Framework (AQF)
- Data Provision Requirements 2012
- National Vocational Education and Training Regulator Act 2011 (Cth)

### **REFERENCES AND ACKNOWLEDGMENTS**

This policy and procedure document was initially developed with reference to the relevant policies and procedures of the following institutions:

- Academy of Film, Theatre and Television
- Engineering Institute of Technology
- JMC Academy

ASQA 1 April 2015, General directions Learner transition where a training product is no longer current (as at 01.06.2020), from <https://www.asqa.gov.au/resources/general-directions/learner-transition>

ASQA n.d., Transition Items (as at 01.06.2020) from <https://www.asqa.gov.au/rto/changescope/transition-items>