

## Policy and Procedure

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## Section 1 – Introduction

### Purpose

This policy and procedure covers the Australian Institute of Management Education and Training (AIMET) for Training Package Transitions and outlines how and when to transition students into new training packages.

### Scope

This policy encompasses:

- Transition principles
- Teach out arrangements
- Transition Management

The aim of this policy is to ensure AIMET is delivering the most current outcomes to learners and to ensure AIMET actively manages its scope of registration.

## Section 2 – Policy

At AIMET we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing learners and those learners who may be enrolled during a transition period. Our obligation is underpinned by the Standards for Registered Training Organisations requiring RTOs to manage their scope of registration to transition from superseded Training Packages within 12 months (or in accordance with directions of the Regulator) of their publication on the national register in order to only deliver currently endorsed Training Packages and currently accredited courses.

### Background

Like all things in the national training system, nationally endorsed training packages are amended from time to time under a continuous improvement approach to ensuring that training packages are aligned with industry requirements. In addition to these smaller changes, training packages can be entirely reviewed on a cyclic basis and this often leads to new versions being issued or new training packages being developed and released.

The impact of these changes can mean that qualifications and unit of competency codes and titles can change. Qualification issuing rules can change and units of competency that are superseded may or may not be equivalent. This will all happen at different times during a learner's enrolment and requires AIMET to manage the change process so that we comply with the Standards for Registered Training Organisations and ensure that our learners are not disadvantaged by these changes.

New training packages are published and released using the National Training Register ([training.gov.au](http://training.gov.au)). It is the date of release that marks the date for subsequent transition arrangements which are covered in this policy.

## Transition principles

AIMET is to apply the following principles to the management of a training package transition:

- AIMET is to monitor the status of training packages by subscribing to the Training.gov.au notification service and the notification service offered by the relevant Skills Service Organisation. When changes to training packages are identified that affect the scope of registration of AIMET, a new continuous improvement action is to be raised.
- Continuous improvement actions relating to training package transitions are to be managed through a Transition Team (consisting of: Customer Success, Technology, Marketing, and Finance teams) to ensure transition is managed in a systematic way. Centralised and systematic management will enable other aspects of the AIMET operation to be included in the transition planning and the progress of the transition to be monitored. Other aspects of the AIMET operation that may be affected by training package transition include marketing, business development, administration, compliance, resource development, learner welfare, interaction with ASQA, etc.
- The Compliance Team will record the details of superseded qualifications including the date existing qualifications were superseded and will add new qualifications on the scope of registration once they are approved on the National Register. Salesforce and Wisenet allow for the production of various reports which permits learners affected by transition to be identified and managed.
- AIMET will initiate transition arrangements in response to training package changes as soon as possible following the publication on the National Register of revised qualifications or units of competency. Within the period of **12 months** from the date the replacement training product was released on the National Register learners must have either completed their training and have been issued with their AQF certificate, or they must have been transferred to the revised training product. The learner cannot remain in or be issued a certificate for a superseded training product beyond the 12 month time period from the release date published on the National Register.
- Where the qualification or unit of competency is equivalent, these items will be automatically updated on the AIMET scope of registration. Where the items are not equivalent, AIMET must apply to have new training products added to its scope of registration by submitting an application to change RTO scope of registration to ASQA via [ASQANet](#), accompanied by supporting evidence and the required fee.
- Once a new qualification or unit of competency has been added to the scope of registration of AIMET, enrolments in the superseded item must cease as soon as practical and all new enrolments must be made into the revised qualification or unit of competency. Please note that, the Standards for Registered Training Organisations does allow enrolments in superseded qualifications to continue until the superseded qualification or unit is removed from the national register of the RTO (which occurs 12 months after it is superseded). AIMET has taken the position to cease enrolments into superseded qualifications or units of competency as soon as possible in order to ensure learners are receiving the most current training product.
- Learners who are enrolled in qualifications which are superseded part way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on AIMET scope of registration.

- Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of **12 months** (unless otherwise advised) from the date the AQF qualification was removed or deleted from the National Register.
- Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of **12 months** from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
- A new learner must not commence training and assessment in a training product that has been removed or deleted from the National Register.
- Where a qualification is listed on our scope of registration and that qualification includes a superseded unit of competency that has been imported from a different training package, the transition requirement specified in the Standards for Registered Training Organisations at clause 1.26 does not apply.

## Teach out arrangements

Learners who are enrolled in qualifications which are superseded part way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on AIMET scope of registration. Learners who choose not to transition to a new qualification are to be 'taught out' to the conclusion of their qualifications. To support this arrangement, the following business rules are to apply:

- AIMET may continue to deliver training and assessment services, and issue awards, to current learners of the superseded qualification for a period of **12 months** from the date the replacement training product was released on the National Register.
- Learners who have not completed a superseded qualification within 12 months from the date the replacement training product was released on the National Register must be immediately issued with a Statement of Attainment with any eligible units of competency and transferred to the new qualification.
- Except to replace an AQF Certificate issued by the RTO previously, an RTO must not issue an AQF certificate to a learner for a qualification that was superseded more than 12 months from the date the replacement training product was released on the National Register.
- Where a specific cohort of learners is likely to be disadvantaged by the forced transition of a qualification within the 12 month timeframe the National VET Regulator may make a determination that provides AIMET additional time to teach the learner out. These determinations will be published by the National VET Regulator.

## Transition Management

The transition to new training packages is to be managed through the Transition Team to ensure the transition is management in a systematic way that integrates changes into all other areas of AIMET operation. It is critically important that high attention to detail is applied by staff who are leading this work.

The following steps are to be applied:

**Monitor the status of training packages.** The Compliance Team is to monitor the status of training packages to remain aware of changes in the revised training package and how these might affect AIMET's scope of registration. Changes to training packages are to be reported to the Transition Team. The primary information source for monitoring the status of training packages is the National Register ([training.gov.au](http://training.gov.au)).

**Determine an action plan.** Once changes are confirmed, the Transition Team is to determine an action plan to respond to changes. The Transition Team is to provide advice about the actions to be taken and appoint a person to lead the work to analyse the amendments that have occurred in the revised training packages and develop an action plan to address all necessary changes. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process. The common changes will include:

- revised unit of competency and the qualification codes and titles;
- revised packaging rules for qualifications changing the requirements in relation to the allocation of core or elective units;
- revised units of competency, this may include the combining of two units of competency into one or minor changes where the unit of competency has remained equivalent;
- revised pre-requisites, co-requisites or entry requirements; and
- revised assessment guidelines which may relate to identifying new requirements relating to trainers and assesses.

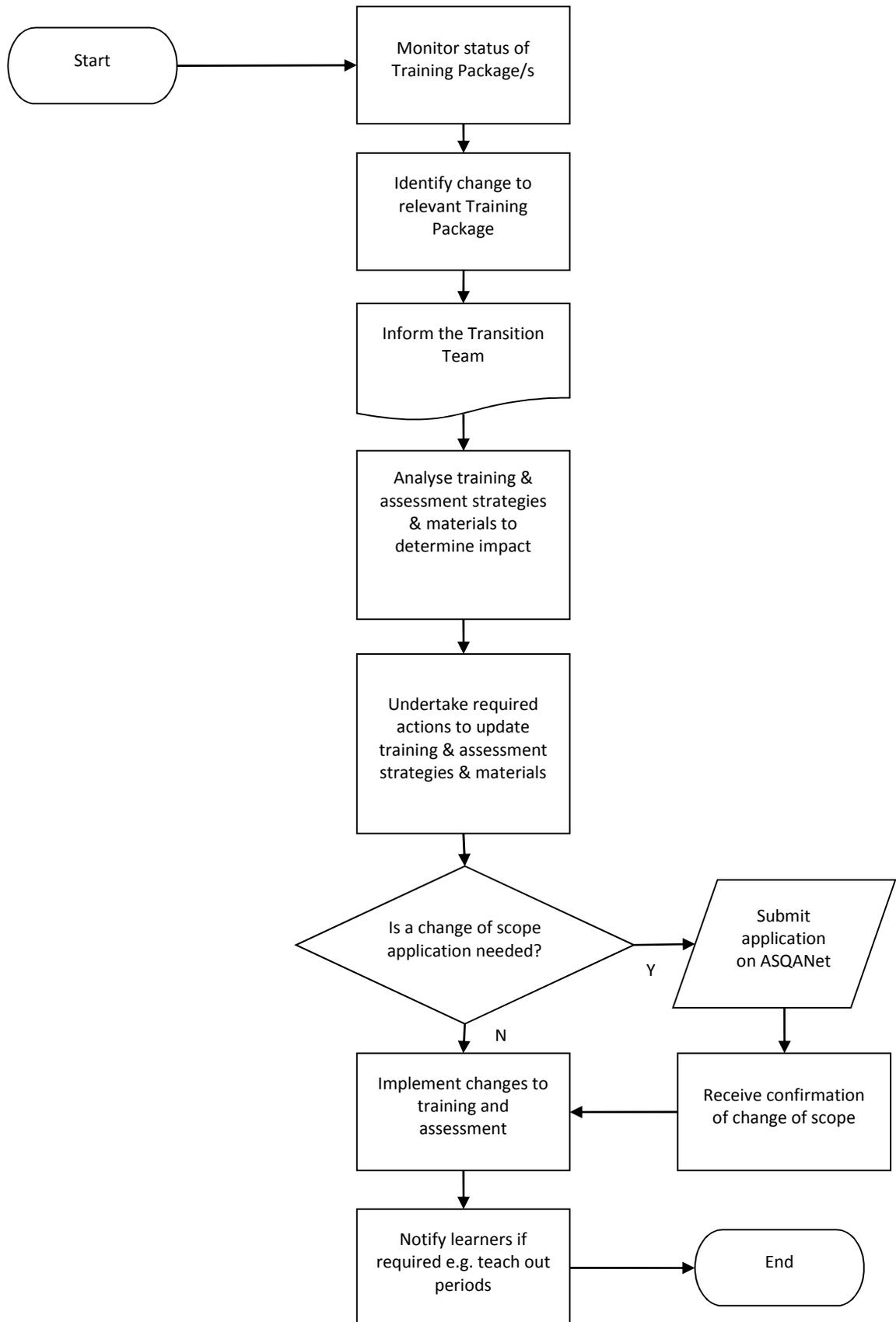
Whilst not an exhaustive list, the common changes identified in the list above are certainly the most commonly seen in the transition of training packages.

**Review Training and Assessment Strategies.** Review the existing training and assessment strategy to determine the higher level changes that have occurred to a qualification and the likely changes that are required. This may include additional consultation with industry to gauge their reaction to training packages changes, to identify new preferred electives and to determine if there are specific industry requirements that need to be incorporated. Attention to detail must be given to minor changes.

**Keep learners informed.** Take steps to inform existing learners of the changes to the applicable qualification. Before engaging with learners, ensure that the options that learners will have available to them have been fully considered. Provide information to learners and ensure that they fully understand their options and feel supported in any decision they may take. Learners are not to be disadvantaged because of the transition to a new training package. Should a learner be unsatisfied with their transition we would encourage them to resolve their complaint informally however should a formal complaint be required, refer to the Complaints, Grievances and Appeals policy located here <http://www.aim.com.au/training/student-information>.

**Revise training and assessment materials.** Undertake an analysis of the current training and assessment resources to identify relevant changes that are required to ensure training package requirements are being met. Once these have been identified, implement arrangements via the management meeting to have training and assessment materials revised.

**Training Package Transition Process**



## Legislation

Transitions are actioned in accordance with the following Australian Government legislation:

- National Vocational Education and Training Regulator Act 2011
- Age Discrimination Competition and Consumer Act 2004 (Cwth) 2010
- Anti-Discrimination Act 1977 (NSW only)
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Services Act 1993 & Disability Services Regulation 2003
- Fair Trading Act 1987 (NSW, WA, SA)
- Fair Trading Act 1999 (VIC)
- Fair Trading Act 1989 (QLD)
- Fair Trading Act 1992 (ACT)
- Fair Trading Act 1990 (TAS)
- Consumer Affairs and Fair Trading Act 2013 (NT)
- Standards for RTOs 2015

## Section 4 – reference and supporting information

### Definitions

Word/Term	Definition
Transition Period	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.
Superseded Training Products	<p>Industry Skills Councils may revise training packages. When a training package is revised, the new version is published on the national register, training.gov.au.</p> <p>When qualifications and units of competency contained in the revised training package replace the previously endorsed qualifications and units of competency, those previously endorsed products are referred to as ‘superseded’.</p> <p>The Industry Skills Council must indicate whether the revised qualifications and units of competency are equivalent or not equivalent to the superseded product:</p> <p>Equivalent means that the outcomes of the new and old (superseded) products are equivalent.</p> <p>Not equivalent means that the outcomes of the new and old (superseded) products are not equivalent.</p> <p>The national register may also use the term ‘superseded’ for a qualification or unit of competency that has been deleted from its training package without having been replaced.</p>
Complainant	The student or prospective student lodging the complaint.

### Supporting documentation

Document name	Document type	Location

## Section 5 – Governance

### Change history

Version	Approval date	Approved by	Approved by	Change
1.1	02/07/2016	Director Customer Success	Head of Compliance VET	New policy

Please note:

- Printing this document may make it obsolete
- For the latest version of this policy always check the Policy site located here <http://www.aim.com.au/training/student-information>