

## Transition Policy

### Policy Statement

Certified Training Resources Australia is committed to providing quality training and assessment in accordance with Standards for Registered Training Organisations (SRTOs 2015). This policy provides the framework and general principles for Certified Training Resources Australia's transitioning of superseded training packages and expired accredited course to ensure it only delivers currently endorsed Training Packages of current VET accredited courses.

### Scope

Certified Training Resources Australia is committed to ensuring students have access to and are able to attain qualifications that most closely represents the current skill needs of industry. Certified Training Resources Australia ensures that it has effective and efficient practices in place to:

1. monitor currency of training products;
2. maintain currency of its scope of registration;
3. transition superseded training products;
4. transfer students to upgraded training package qualifications and VET accredited courses.

### Policy Principles

#### Industry Currency

An AQF Qualification or VET accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Certified Training Resources Australia's Training Manager is responsible to monitor the currency of the training products and maintain the currency of Certified Training Resources Australia's scope of registration. Monitoring will be done as often as practicable.

#### Updating Training Products

Once a training package has been superseded, Certified Training Resources Australia will liaise with relevant industry bodies and develop products according to the training package requirements.

Students who transition to current training packages from superseded training packages shall be given resources to facilitate the transition process. These resources include, but are not limited to:

1. upgraded workbooks;
2. updated workbooks.

#### Information to Students

Where a training package on Certified Training Resources Australia's scope of registration is superseded, no longer current, or deleted, the students will be informed as soon as possible. The information forwarded to the student must include:

1. that the training package they are currently enrolled in is superseded / no longer current / deleted;
2. the transition process including relevant timeframes;
3. the implications of the transition; and
4. available options for students and the implications for choosing such options.

### **Transitioning Students**

The needs of students is best served by transitioning them into replacement qualifications as soon as possible:

1. Where a training product on Certified Training Resources Australia's scope of registration is superseded, all students' training and assessment will be completed and the relevant AQF certification documentation issued, or students transferred into the replacement qualification, within one (1) year from the date the replacement training product was released in the national register unless otherwise specified.
  - a. Students who will complete their learning and be issued a qualification or statement of attainment within the one-year transition period do not need to be transferred to the replacement training product.
2. Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all students' training and assessment is completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the national register unless otherwise specified. (Standards for RTOs 2015 Clause 1.26b)
3. Where a skill set, unit of competency, accredited short course or module is no longer current and has been removed or deleted (i.e. it has not been superseded) all students' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the national register unless otherwise specified. (Standards for RTOs 2015 Clause 1.26c)
4. No new enrolments or commencements will be accepted into any training product that has been removed or deleted from the national register. (Standards for RTOs 2015 Clause 1.26d)

### **Superseded Units in Secondary Training Packages**

The requirements above do not apply, where a secondary training package, still contains and requires the completion of a superseded unit of competency (from a "parent" training package). [For example, a BSB unit within a CPP qualification] (Standards for RTOs 2015 Clause 1.27)

### **Changes to Scope – Superseded Training Products**

If an Industry Skills Council (ISC) deems that a replacement training product is equivalent to the superseded training product, Certified Training Resources Australia's scope of registration will be automatically updated by the VET Regulator to include the replacement training product.

If replacement training product is considered "not equivalent" to the superseded training product, Certified Training Resources Australia will need to (prior to transferring any student enrolments):

1. apply for the replacement product to be added to scope of registration; and
2. have the application approved.

One (1) year from the date a training product was superseded, the VET Regulator will remove the superseded training product from Certified Training Resources Australia's scope of registration. From this date, Certified Training Resources Australia will not:

1. enrol or train students in that training product; and /or
2. issue a qualification or statement of attainment for that training product (except reprint / replacement documentation for previously issued certification).

### **Changes to Scope – Deleted or Removed Qualifications**

From time to time, ISCs may determine that a qualification will be removed or deleted without being replaced by another qualification. There is therefore no replacement qualification into which students can be transferred.

Certified Training Resources Australia will determine, in consultation with the student, an alternative qualification to meet student needs.

Certified Training Resources Australia will not allow a student to commence training or assessment into a training product that has been deleted or removed, from the date the training product is removed from the national register.

Two (2) years after a qualification has been removed or deleted from the national register, the VET Regulator will remove the qualification from Certified Training Resources Australia's scope of registration. From this date, Certified Training Resources Australia will not:

1. enrol or train students in that qualification; and/or
2. issue a qualification for that training product (except reprint / replacement documentation for a previously issued qualification).

### **Changes to Scope - Deleted or Removed Skills Set, Unit of competency, Course or Module**

From time to time, ISCs may determine that a skill set, unit, course or module will be removed or deleted without being replaced. There is therefore no replacement into which students can be transferred. Certified Training Resources Australia will determine, in consultation with the student, an alternative training product to meet student needs.

Certified Training Resources Australia will not allow a student to commence training or assessment into a training product that has been deleted or removed from the date the training product is removed from the national register.

One (1) year after a skill set, unit or module has been removed or deleted from the national register; the VET Regulator will remove the skill set, unit or module from Certified Training Resources Australia's scope of registration. From this date, Certified Training Resources Australia will not:

1. enrol or train students in that qualification; and/or
2. issue a statement of attainment (SOA) for that training product (except reprint / replacement documentation for a previously issued SOA).

### **Monitoring and Improvement**

The Training Manager of Certified Training Resources Australia is responsible for ensuring compliance with this policy. Certified Training Resources Australia's Training Manager is responsible for monitoring the development of resources for new or superseded units of competency / qualifications.

All transition practices are monitored by the Training Manager of Certified Training Resources Australia areas for improvement are identified and acted upon based on the Continuous Improvement Process.

### Monitoring Training Product Currency

No.	Person/s Responsible	Steps to take
1	Training Manager Error! Reference source not found.	(1) Monitor the currency of the training products under <b>Error! Reference source not found.</b> the scope of registration. (2) Upon confirmation that a training product is superseded, determine if the RTO scope will be automatically upgraded or whether a change of scope is required to be lodged with ASQA. (3) Review the new training product to determine the level of change required. (4) If a change of scope application is required, determine an effective timeframe for implementing the change.

### Planning and Creation of the Transition Plan

No.	Person/s Responsible	Steps to take
1	<b>Error! Reference source not found.</b> Training Manager / Stakeholders	(1) Organise a meeting with all relevant stakeholders to discuss: <ol style="list-style-type: none"> <li>scope and depth of change;</li> <li>transition plan and timeframes; and</li> <li>departmental responsibilities.</li> </ol> (2) Develop the transition plan outlining actions to be taken to ensure all products and services will be available on time including but not limited to: <ol style="list-style-type: none"> <li>creation / development / updating of new TASs;</li> <li>creation / development / upgrade of relevant learning resources to facilitate transition;</li> <li>creation / development / updating of marketing materials;</li> <li>creation / updating trainer profiles;</li> <li>creation / updating of courses in SMS and LMS;</li> <li>mapping and confirming transition with students;</li> <li>lodging change of scope with VET regulator.</li> </ol>

### Implementation of the Transition Plan

No.	Person/s Responsible	Steps to take
1	Training Team	(1) Commence Creation/ Development/ Updating of new TASs and learning resources. (2) Update trainer mapping or create new mapping for non-equivalent courses. (3) Lodge change of scope (if applicable).
2	Admin Team	(1) Commence mapping of all students who are currently enrolled in the superseded training product. (2) Contact each student as soon as practicable to advise on: <ol style="list-style-type: none"> <li>the superseded course;</li> <li>available options for them to take;               <ol style="list-style-type: none"> <li>complete the existing program within 12 months; or</li> <li>transfer to the new training product;</li> </ol> </li> <li>explain implications for each of the options;</li> <li>provide timeframes;</li> </ol> (3) Create/ Update qualifications in SMS, LMS.
3	Marketing Team	(1) Once the TASs have been finalised create / update marketing materials.

4	<b>Error! Reference source not found.</b> Training Manager / Stakeholders	(1) Monitor and manage the implementation of the transition plan. (2) Once the change of scope has been granted advise the Training Team and Admin Team that students can be transferred to the new training product.
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### Transition of Students

No.	Person/s Responsible	Steps to take
1	Admin Team <b>Error! Reference source not found.</b>	(1) Implement transitioning of students. (2) Update student record for students who wish to complete the existing course within 12 months. (3) Issue relevant AQF Certification in accordance for students who've completed within the 12-month period. (4) Issue the Statement of Attainment (SOA) for students who will not finish the full course within the 12-month period. (5) Process equivalence and credit transfer for all relevant units for students who are transitioning to the new course. (6) Send confirmation of new qualification to the students.