

| POLICY: | TRAINING PACKAGE TRANSITIONAL ARRANGEMENTS |
|----------------------------|--|
| 2015 VET Standards: | Standard 1 |
| IBI Ref: | IBI-1-T 2 |
| Purpose | <p>This Policy/Procedure is aimed at providing assistance to the Institute regarding transition arrangements where a Training Package is revised, including Industry Skills Council Upgrades and National Quality Council Endorsement changes. This policy and procedure will assist the Institute to determine when enrolments in the new qualification can take place and when the enrolments in the old qualification cease.</p> |
| Scope | <p>This policy provides information for Students (including Skills Victoria Students) about transition of courses due to the introduction of new Training Packages.</p> <p>Training Packages must be endorsed by the National Quality Council, a Committee of the Ministerial Council of Vocational and Technical Education. Once endorsed the Training Package will be approved by State Ministers and released for public consumption on the national register. This release date is the date on which a particular training package version is able to be used by RTOs.</p> |
| Responsibility | <p>The CEO will have direct responsibility for ensuring the Institute’s compliance with relevant legislation and Policies Procedures concerning the transition of training packages.</p> |
| Legislation | <p>NTQC provides</p> <p>“that where a Training Package has been reviewed the new qualifications should be in place within six months, but no later than 12 months so that all new enrolments from that point forward should be in these qualifications.” [National Training Quality Council Agenda Item: 8(ii) July 2003].</p> |

| | |
|--|---|
| | <p>To confirm to the National Vocational Education and Training Regulator Act 2011: Standards for Registered Training Organisations (RTOs) 2015</p> <p><i>“Standard 1 Clause 1.26 Transition of training products”</i> <i>Source: Summary mapping and treatment of non-compliances – Standards for RTOs against SNRs</i> <i>Supersedes:</i></p> <p>25.1 The NVR registered training organisation must manage the transition from superseded Training Packages within 12 months of their publication on the National Register so that it delivers only currently endorsed Training Packages.</p> <p>25.2 The NVR registered training organisation must manage the transition from superseded VET accredited courses so that it delivers only currently endorsed Training Packages or currently VET accredited courses.”</p> <p>[Source: ASQA: Standards for Continuing Registration (SNR) comparison table]</p> <p>The Commonwealth Department of Employment, Education and Workplace Relations’ (DEEWR) policy on transition to revised Training Packages, states:</p> <p style="padding-left: 40px;">“Where a Training Package is revised (including ISC Upgrades and NQC Endorsement Required), the affected qualifications and units should be implemented within six months, but no later than 12 months from the date those qualifications or units are published on the National Training Information Service.”</p> <p>SNR Transition arrangements provide</p> <p>☒“The RTO must transfer continuing students of the superseded qualification into the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement qualification on the national register, unless they will be genuinely disadvantaged”</p> |
|--|---|

| | |
|----------------------------|--|
| PROCEDURE: | TRAINING PACKAGE TRANSITIONAL ARRANGEMENTS |
| 2015 VET standards: | Standard 1 |
| IBI Ref: | IBI-1-T 2 |
| Action/Method | <p>When the allocation of nominal hours have been issued the Institute can then facilitate the transition to the new or revised training package provided that the Institute has the necessary scope of registration to deliver training immediately. This applies to both a new and revised training package.</p> <ul style="list-style-type: none"> • Ensure no new enrolments into the old qualification and/or units of competency from the superseded Training Package will be allowed after 12 months. • Existing students are to be given the opportunity to transfer to the new qualification and units of competency if time permits. If there is no equivalence between the old and new units of competency, then a detailed mapping process, addressing all learning outcomes, must occur. • If students wish to complete the old qualification and/or units of competency, students have this entitlement if time allows for the completion under 12 months. • It is the Institute’s policy that students who have completed 50% of their qualification or less, will be encouraged to transfer to the new qualification. • No transfer to the new qualifications should not disadvantage any students. Students will not be required to undertake additional units of competency as a result of a transitional agreement. • Where a new qualification replaces an old qualification, from a superseded version in a training package, the same nominal hours will be allocated to the new qualification; however, hours can be redistributed between units of competency. |

VERSION CONTROL
Review/ amendment history
Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: July 2018

| Version | Date | Details |
|----------------|-------------|--|
| 1.0 | July 2014 | Policy issued |
| 2.0 | Dec 2014 | Updated to reflect Standards for Registered Training Organisations (RTOs) 2015 |
| 3.0 | July 2015 | No material change |
| 4.0 | July 2016 | No material change |
| 5.0 | June 2017 | No material changes |