VET Student Transition Procedure

Section 1 - Introduction

(1) To best meet the needs of our students and of industry, the University will enable students to complete the superseded, removed or deleted Training Product or transition from a superseded, removed or deleted Training Product into a replacement Training Product within the required timeframes.

Section 2 - Compliance

(2) This is a compliance requirement under the Standards for Registered Training Organisations (RTOs) 2015.

Section 3 - Intent

(3) This document outlines the requirements for the University when managing the transition of students, including Apprentices and Trainees, because of changes to a Training Product on the University's Scope of Registration.

(4) This procedure is to be read in conjunction with the ASQA General direction-Learner transition (April 2015) and the VETQMS Scope Management Procedure.

(5) This procedure applies to all VET Training Products and students of the University, irrespective of how or where the delivery occurs.

Section 4 - Relevant Definitions

(6) In the context of this document:

a. Addition means non-equivalent changes to Training Package products;
b. Australian Skills Quality Authority (ASQA) means the national VET regulator in Australia. ASQA regulates courses and training providers;
c. Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course;
d. Callista means the University's student management system;
e. Equivalent means the replacement Training Product is deemed equivalent to the superseded qualification;
f. Industry means the bodies that have a stake in the services provided by the University. These can include, but are not limited to, specific enterprise/industry clients, such as employers; group training organisations; industry organisations; industry regulators; industry skills councils or committees; industry training advisory bodies; training advisory councils, occupational licensing bodies and unions;
g. Non Equivalent means the replacement Training Product is deemed not equivalent to the superseded qualification;
h. Services means the training, assessment, and related educational and support services and/or any activities

related to VET provision. It does not include services such as student counselling, mediation or information and communications technology (ICT) support;

i. Superseded training products means, 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';
j. Training Package means a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace;
k. Training Package Repository Site means the collaborative web-based document management and storage platform linked to SharePoint, ShareStream and/or Learnline;
l. Training Package Working Advisory Group (TPWAG) means the staff members involved in the provision of Training Products from a particular Training Package, as well as VET Developers and other stakeholders. Advisory Groups provide an organisation-wide approach and ensure consistency in the University's approach to the continuous improvement of VET provisions;
m. Training Product means a VET unit, skill set or qualification registered with ASQA on the University's Scope of Registration;
n. Transition plan means the schedule that details how and when students will be transitioned from a superseded, deleted or removed VET course to a new one.

Section 5 - Procedures

Superseded Training Products

(7) Where a Training Product has been superseded by a new Training Product, students must be completed or transitioned from the superseded to the new Training Product in accordance with the Australian Skills Quality Authority (ASQA) transition rules.

(8) The Training Package Working Advisory Group Chair will advise relevant staff, including Team Leaders and Heads of School, immediately when advice is received from ASQA regarding changes to Training Products.

(9) The relevant Head of School, Team Leader and Training Package Working Advisory Group Chair will ensure a Transition Plan is developed, cognisant of the VETQMS Scope Management Procedures, for the effective and efficient transition of all students including:

a. a communication strategy to staff, students, employers (where appropriate) and any third parties delivering the superseded/new qualification under a Third Party Arrangement;
b. a gap analysis to map the units in the superseded qualification against those in the new qualification and an implementation plan to address any issues that would need to be addressed to enable the student to transition to the new qualification.

(10) Any communication, or advice provided to students must be conveyed in a timely manner and written evidence, hardcopy or electronic, must be kept on each student's file and be available upon request. Apprentices, Trainees and their employers must be consulted on transition arrangements.

(11) The Team Leader/s will provide written notification to each student enrolled in the superseded Training Product, details relating to the changes including:

a. the code and name of the superseded Training Product and the code and name of the new Training Product;
b. the date of commencement of the new Training Product;
c. the degree of equivalence of the superseded Training Product and the new Training Product;

d. the outcome of the gap analysis and other information impacting on each student's enrolment as a result of the change;
e. a due date by which the student must complete the assessment requirements of superseded Training Product including consideration of time to issue certification, without necessitating transition to the new Training Product;
f. where the student cannot complete the superseded Training Product by the due date, information relating to enrolment in new units (if any) to meet the requirements of the new Training Product; and
g. any other information, including fee changes, impacting on each student's enrolment as a result of the changes.

(12) If the Training Product is deemed equivalent, then the 'Yes' procedure below needs to be undertaken. If the Training Product is deemed non-equivalent, then the 'No' procedure below needs to be undertaken.

Existing Equivalent Training Product ('Yes' Procedure)

(13) If the new Training Product is deemed equivalent, then the new Training Product is automatically added to University's Scope of Registration and will be available on Callista when the transfer process is complete.

(14) The Team Leader/s will implement the Transition Plan.

Existing Non Equivalent Training Product ('No' Procedure)

(15) If the new Training Product is deemed non-equivalent to the existing Training Product, the new Training Product is treated as an addition to the University's Scope of Registration.

(16) Where a new Training Product is non-equivalent to the existing Training Product, the Team Leader will ensure all current enrolled students are notified in writing of the date by which the students must complete the assessment for the superseded Training Product. This date must allow time for the University to issue certification for the superseded qualification prior to removal from the University's Scope of Registration. Evidence of written notification is to be attached to each student's file.

(17) The Team Leader/s will implement the Transition Plan.

Removed or Deleted Training Products

(18) When Training Products are removed or deleted from the University's Scope of Registration without being superseded, the University may transition students to another suitable qualification. The guiding principle will be what will best meet the needs of the student. If completing the superseded qualification is the best option for the student, the Team Leader will ensure that all training, assessment and issuance of certification is completed within two (2) years of the date the Training Product was removed or deleted.

(19) The Team Leader will not allow a new student to commence training or assessment in a Training Product from the date that Training Product is removed or deleted from the University's Scope of Registration. Two (2) years after a qualification is removed or deleted, ASQA will remove the qualification from the University's Scope of Registration. From that date, the University will not issue that qualification except as a replacement for a previously issued qualification.

(20) Where a skill set, unit, course or module that is not attached to a qualification, is removed or deleted from the University's Scope of Registration, the Team Leader will ensure that all training, assessment and issuance of certification is completed within one (1) year of the date the skill set, unit or module was removed or deleted from the University's Scope of Registration. The University will not allow a student to commence training or assessment from the date a skill set, unit, course or module is removed or deleted from the University's Scope of Registration. One (1)

year after a skill set, unit or module is removed or deleted from the University's Scope of Registration; ASQA removes the training product from the University's Scope of Registration. From that date the University cannot issue a statement of attainment for that skill set, unit, course or module, except as a replacement for a previously issued statement of attainment.

(21) Team Leaders will ensure students are not issued with qualifications or statements of attainment beyond the allowable timeframes.

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Responsible Executive	Louise King Provost
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