

VET Student Transition Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to providing education that matters and ensuring students graduate with a qualification that reflects the current skill needs of the relevant industry.

(2) To best meet student and industry needs, the University will keep up to date with changes to Vocational Education and Training (VET) package products to ensure that current Australian Qualifications Framework (AQF) qualifications and units are delivered.

Section 2 - Purpose

(3) This procedure outlines the University's legal obligations and processes for managing the transition of students enrolled in courses that will be superseded, removed, or deleted from the University's scope of registration.

(4) This procedure is to be read in conjunction with the VET Course Registration Procedure.

Section 3 - Scope

(5) The procedure applies to all students enrolled in new, superseded and discontinued VET courses, units and skill sets on the University's scope of registration, including delivery by Third Party Providers. This procedure also applies to CDU developed Vocational Training Programs (VTPs).

(6) The procedure does not apply to students enrolled in Higher Education courses, Higher Degrees by Research, non-award courses and non-accredited micro-credentials.

Section 4 - Procedure

Monitoring VET product transitions

(7) VET courses, units and skill sets are based on nationally endorsed training packages and accredited courses and the University must plan, resource and deliver these products according to the mandated requirements specified in the training package and accredited course rules.

(8) Changes to VET courses, units and skill sets are determined by Industry Skills Services Organisations (SSOs), which make changes to VET courses and units to align with current industry trends and requirements.

(9) SSOs determine whether these changes are 'equivalent' (transfers) or 'not equivalent' (continuing additions) to the previous course or unit.

(10) The process is termed in the legislation as a 'transition' and these must occur within the designated period, typically 12 months, of the revised course or unit as published on the National Register of Vocational Education and Training (VET).

(11) VET Team Leaders and VET Quality staff must be registered for notifications with training.gov.au (the national register of VET) to ensure they are up to date with these published course, unit or skill set transitions.

Managing student transitions and/or completions

(12) VET Team Leaders must:

- a. prepare a student transition plan for the course, unit or skill set within four weeks of notification being received via the national register
- b. ensure the student transition plan adheres to the designated period, typically one year, from the date the replacement course, unit, or skill set was released on the national register
- c. ensure all delivery to all students in the superseded version of a course, unit or skill set finish within the transition period or transferred to the replacement course once it is listed on the University's scope of registration
- d. ensure all students are provided with an individual study plan, attached to each student's file, to transition to the replacement course or complete the superseded course within 8 weeks from the date the replacement course, unit or skill set was released on the national register
- e. ensure consultation occurs with students and employers of trainees and apprentices and any third-party providers
- f. ensure all currently enrolled students are provided with an individual study plan and notified in writing.

(13) For students completing a superseded course, unit or skill set, the individual study plan and written notification must include:

- a. code and title of the superseded course, unit or skill set in which they are enrolled
- b. dates by which the students must complete the assessment for superseded units and course in entirety
- c. consequences of not completing the course within specified timeframes
- d. any other information that may impact a student's enrolment, such as fee changes, as a result of the transition arrangement
- e. option of transitioning to new course outlining advantages and disadvantages of alternative action.

(14) For students transitioning from superseded course to replacement course, unit or skill set the individual study plan and written notification must include:

- a. code and title of the superseded course, unit or skill set in which they are currently enrolled
- b. code and title of the replacement course, unit or skill set if the student is to be transitioned into new course
- c. dates by which the students must complete the assessment for superseded units and course in entirety
- d. consequences of not completing the superseded course within specified timeframes
- e. any other information that may impact a student's enrolment, such as fee changes, as a result of the transition arrangement
- f. option of completing superseded course (if possible within timelines) outlining advantages and disadvantages of alternative action.

Managing student resources for learning and assessment

(15) VET Team Leaders must undertake analysis of the superseded and replacement courses, units and skill sets to identify any unit or assessment requirements that must be incorporated or removed from the existing suite of learning and assessment resources.

(16) Where gaps are identified, students who wish to transition to the replacement course must be given the

opportunity to undertake gap training and assessment following registration of the replacement course, unit or skill set.

New student enrolments into superseded courses, units and/or skill sets

(17) During the transition period, students may still commence training in the superseded course however, VET Team Leaders and the Associate Director Student Administration must ensure that these students are completed or transferred to the new course as set out in clause 1.26 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#).

(18) VET Team Leaders and the Associate Director Academic Administration must not allow a new student to commence training or assessment 10 weeks from the date a qualification transition period will end and result in its removal or deletion from the national register of providers and courses.

Completing students in superseded courses

(19) VET Team Leaders must ensure that students are graded in the system no later than 1 week before the end of the transition period.

- a. Additional time allowances must be made for the University end of year close down period.

(20) The Associate Director Academic Administration must ensure that students are completed in the student management system, by no later than 1 week before the end of the transition period.

- a. Additional time allowances must be made for the University end of year close down period.

(21) The Associate Director Academic Administration must ensure that students who complete their study in a superseded course, unit or skill set are issued with a qualification or statement of attainment 1 week prior to the end of the transition period.

Part A - Reporting

(22) The College Quality Managers must continually monitor and report to the College Deans on the impact on students in relation to course, unit and skill set transitions and follow up on any outstanding matters with VET Team Leaders and Associate Director Academic Administration.

Section 5 - Non-Compliance

(23) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct – Students](#).

(24) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct – Students](#).

(25) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	1st January 2023
Review Date	1st January 2026
Approval Authority	Academic Board
Approval Date	28th November 2022
Expiry Date	Not Applicable
Responsible Executive	Michael Hamilton Pro Vice-Chancellor and Chief Executive CDU TAFE
Implementation Officer	James Justo Manager Apprentice Enrolments
Enquiries Contact	James Justo Manager Apprentice Enrolments