

STES

RTO Policy & Procedure – Transition of Training Packages

Purpose	The purpose of this Policy & Procedure (P&P) is to ensure STES will only deliver currently endorsed Training Packages or currently accredited courses.
Scope	This P&P provides guidance on how is to manage the transition from superseded Training Packages within 12 months of their publication on the National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) on training.gov.au and the transition from superseded accredited courses.
Inputs	<p>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p> <p>1.26. Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:</p> <ul style="list-style-type: none"> a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register; b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register; c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and d) a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register. <p>1.27. The requirements specified in Clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.</p>



Requirement	<p>To best meet the needs of learners and of industry, RTO's are to transfer learners from superseded qualifications into a replacement qualification as soon as possible.</p> <p>RTOs are to ensure that all learners enrolled in a superseded training product are transferred to a current training product within one year of the replacement being published. Before this is done the RTO is to ensure that the replacement training product is on their scope of registration.</p> <p>Sometimes, a qualification or accredited course will specify a core or named elective unit or module that has been superseded, removed or deleted from another training package. In these cases, the RTO must continue to include the component/s as named in the qualification or course being delivered.</p>	
Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p> <ul style="list-style-type: none">• Training.gov.au (TGA) website	
Tools & Templates	<p>This P&P is supported by the Tools & Templates identified at each stage in the process.</p>	
Policy	<p>To best meet the needs of learners and of industry, STES is to transfer learners from superseded qualifications into a replacement qualification as soon as possible.</p> <p>STES will ensure that all learners enrolled in a superseded training product are transferred to a current training product within one year of the replacement being published. Before this is done the RTO is to ensure that the replacement training product is on their scope of registration.</p>	
Remaining current	<p>Information on the development of new training package or accredited courses is to be obtained by ensuring STES is included on the email subscription lists of the relevant Industry Skills Councils; the owners of the Training package and Accredited Course.</p> <p>Current information on new training package or accredited courses</p> <p>CEO / Training Manager</p>	Tools & Templates
Output		
Responsibility		



Transitioning to a revised Training Package / accredited course	<p>When and new training packages or accredited courses is released which relate to the courses offered by STES the following is to occur:</p> <ul style="list-style-type: none">• Revise the Training and Assessment Strategies for each course and amend the related resources required.• Update the templates for statements of attainment and testamurs.• Update marketing materials.• Make Trainers and assessors aware of changes in the revised Training Package or accredited course and related training and assessment strategies and resources.• Advise students, employers and other relevant stakeholders affected by these changes of how the changes will affect them.	Tools & Templates
Output	Updated training and assessment materials	
Responsibility	CEO / Training Manager	
Student Enrolments	<p>Where a Training Package has been revised and new qualifications developed, student enrolments within the new qualification must commence as soon as possible and no later than 1 year after publication of the revised Training Package</p>	Tools & Templates
Output	Student enrolled in updated courses	
Responsibility	Training Manager / Administration Officer	
Transitioning students	<p>A strategy is to be developed for transitioning students to the new qualification/course or 'teach out' students in the superseded qualification/course within a timely manner, within the timeframe designated by the registering authority.</p>	Tools & Templates
Output	Students transitioned to new courses	
Responsibility	CEO / Training Manager	



Revise the Student Management System	<p>The PowerPro systems, including management of enrolment, student records management and relevant policies and procedures are reviewed to accommodate the necessary changes.</p> <p>Processes must ensure that students are not enrolled in qualifications that adversely affect their opportunities for employment and/or future study pathways.</p>	Tools & Templates <ul style="list-style-type: none">• <i>PowerPro</i>
Output	Revised Student Management System	
Responsibility	Administration Officer	

Key Performance Indicator:	The effectiveness of this P&P will be demonstrated if transition from superseded Training Packages occurs within 12 months of their publication.
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