

PP014 TRAINING PACKAGE TRANSITION POLICY

Purpose:

It is the policy of Quality Service Skills (QSS) to ensure that we are committed to managing the transition of superseded training products on QSS scope of registration; as well as managing the transition of current learners from superseded training products to new or revised training products.

This policy & procedure supports Quality Service Skills (QSS) to meet relevant legislative and contractual requirements including:

- The VET Quality Framework (ASQA Standards for Registration 2015)
 - 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.
 - Clause 1.26-1.27 Manage Transition from Superseded Training Products
- ASQA Factsheet 'Transition to Replacement Qualifications' (29/3/2017)
- Relevant State Training Authorities for Government Funding (if applicable)

Note: the use of the phrase **"training product"** in this policy relates to either a full Qualification, Skill Set, Accredited Course or Unit of Competency as relevant.

Scope:

All management, staff, future and current students of Quality Service Skills.

Procedure - Management of Scope of Registration and Learners:

QSS will manage the transition of superseded training products within 12 months (or longer, if specified by ASQA) of their publication on the National Register – www.training.gov.au website.

1. QSS shall maintain an active 'notification account' for the RTO registration at www.training.gov.au as well as relevant Purchasing Guides and/or Assessment Guidelines or Companion Documents for each training product on scope.
2. As well as Point 1) above, QSS will undertake quarterly reviews of training products on scope to determine forecast changes and independent reviews by Skills Service Organisations (SSO's) or any other relevant industry engagement that may have cause to update, supersede or amend current training products on scope. This ensures that QSS is managing changes in a pro-active rather than re-active fashion.
3. QSS will not actively market, promote nor take enrolments into an equivalent training product until ready to do so as per Point 3) above, regardless of the status of the national register at www.training.gov.au
4. The management of this process will therefore impact on the transition of learner's dependant on the decision made by relevant QSS staff. For example, the training product may be 'Updated and Equivalent', 'Not Equivalent (Replaced)', or 'Deleted'.

Updated and Equivalent - Internal Actions:

- For training products deemed **Equivalent**, the national register at www.training.gov.au is **automatically updated** to reflect the equivalent training product.
- QSS will follow *PP013 Training & Assessment Policy* to create a TAS for the equivalent training product (ensuring all human and physical resources are in place); update their Student Management System, Validation Schedule, Trainer Matrix, Marketing, State Government Funding Contracts and any other relevant documentation to reflect these changes.

Not Equivalent – Replaced - Internal Actions:

- For training products deemed **Not Equivalent**, the national register at www.training.gov.au is **not** updated
- QSS will make an informed decision as to whether they wish to add a replacement training product to their Scope of Registration. This will be based on all relevant factors, but may be determined on a case-by-case basis including the number of current enrolments in the superseded training product.

Deleted – Internal Actions:

- For training products that are deleted (without replacement) the national register at www.training.gov.au will be updated to reflect the removal of a full qualification 24 months after deletion, and removal of a Unit of Competency, Skill Set or Accredited Course 12 months after deletion.
- QSS will make an informed decision as to whether there is a more relevant and suitable training product they wish to add to scope of registration as an alternative to the deleted training product.

Procedure - Transition of Learners

1. QSS will run a report from the Student Management System to determine:
 - a. The number of learners enrolled into the superseded training product
 - b. The progress (to date) and expected completion date of all learners enrolled
2. Equivalent Training Products:
 - a. For equivalent training products that are automatically added to scope, QSS will offer learners the option of either completion of the current enrolment within the transition period, or transition to the equivalent training product. This offer will advise the learner of all potential impacts including current status of study, any genuine disadvantage, additional costs or any other impacts.
 - b. QSS must commence enrolments in the replacement (equivalent) training product as soon as practicable but no later than 12 months (or longer, if specified by ASQA) from the date of publication of the replacement training product on the national register. (*VQF Clause 1.26a*)
3. Non-Equivalent Training Products:
 - a. In the instance that QSS makes an informed decision to apply for the replacement (Not Equivalent) training product to scope of registration, no action can be taken to transition learners until the replacement training product is registered on www.training.gov.au
 - b. QSS must commence enrolments in the replacement (equivalent) training product as soon as practicable but no later than 12 months (or longer, if specified by ASQA) from the date of publication of the replacement training product on the national register. (*VQF Clause 1.26a*)
 - c. At that stage, QSS will offer learners the option of either completion of the current enrolment within the remaining transition period, or transition to the replacement training product. This offer will

advise the learner of all potential impacts including current status of study, any genuine disadvantage, additional costs or any other impacts.

- d. In the instances that QSS makes an informed decision that it **will not** apply for the replacement (Not Equivalent) training product to scope of registration, due to limitations in being able to offer quality training and assessment, QSS will offer learners the following options at the earliest possible opportunity:
 - i. Completion of the current enrolment within the remaining transition period
 - ii. Transfer to another reputable Registered Training Organisation who are offering training and assessment in the replacement training product.

4. Deleted Training Products:

- a. When a training product is deleted, QSS will offer learners the option of either completion of the current enrolment within the relevant transition period, or transferring to a more suitable, relevant training product at another reputable Registered Training Organisation. This offer will advise the learner of all potential impacts including current status of study, any genuine disadvantage, additional costs or any other impacts. (*VQF Clause 1.26b and VQF Clause 1.26c*)

Enrolments for Superseded Training Products:

Enrolments into the superseded training products can continue whilst the training product is still listed on the register at www.training.gov.au , however it is the policy of QSS to only take enrolments (*VQF Clause 1.26d*):

- a. In the case of **Equivalent** replacements; in the interim period between the training register being updated and QSS having all resources in place to offer quality training and assessment in the replacement training product;
 - a. In the case of **Non-Equivalent** replacements; only in the interim period whilst QSS is applying to add the replacement training products to scope;
 - b. In the case of **Deleted** training products; only for the period specified in 'Deleted- Internal Actions'.
 - c. AND for all the above:
 - d. Only if learners would be able to complete the superseded training product within that period. This instance relates more specifically to Units of Competency and/or Skill Sets which may have shorter timeframes for delivery. QSS would not encourage enrolments into superseded qualifications as there is less chance of completion. We make this determination in the best interest of the learner.
2. Once all existing learners are completed or transitioned, the Student Management System updated and any Certificates or Statements of Attainment awarded, and no new enrolments are being taken, the superseded or deleted training product can be removed from Scope of Registration via ASQAnet. It will be automatically removed after 12 or 24 months however it is the policy of QSS to remove any superseded or deleted training products, adjust all marketing materials, website, validation schedule & any other relevant documentation to:
 - a. Reduce the chances of confusion amongst learners
 - b. Remove the opportunity to enrol learners into training products they would not be able to complete within timeframes
 - c. Reduce any potential expansion of scope for audits
 - d. Reduce the workload required to maintain two sets of documentation for one training product.

Student Management System

Whichever option the learner decides best suits their needs, all changes must be documented in the Student Management System (SMS). These changes can include (but are not limited to):

- Awarding Statements of Attainment for units completed at the point of transition
- Adding the new training product to the SMS
- Transferring learner enrolments within the SMS
- Adding in Credit Transfer and/or Recognition of Prior Learning outcomes as per State Government Funding Contract Guidelines for Outcome Identifiers.

Traineeships / Apprenticeships:

1. QSS must contact all learners and their employers if their study is being undertaken via an Australian Apprenticeship or Traineeship. It is imperative that employers are advised of the transition requirements and timeframes and the impact this may/will have on their apprenticeship/traineeship contract.
2. For example, a trade-related qualification is 3 or 4 years in length, and some trades (such as Electrical) do not allow early completion due to state licencing laws. Some traineeships are 3 years in length (such as Nursing and Diploma of Early Childhood Education and Care)
3. Apprenticeships and Traineeships requires employer sign-off for workplace based competency.
4. An apprentice who is enrolled into a qualification and is close to completion of trade-school, may make the decision to stay in the current qualification and complete their trade-school within the allotted 12 months. However, their apprenticeship contract may have an (for example) 18 months remaining.
5. The employer may make the decision not to sign the apprentice off until the last possible contract date, which in this instance would be 6 months past the transition timeframe. It is therefore too late to complete, award and issue the older qualification.
6. Transition of Apprentices and Traineeships must be therefore managed closely and with all parties involved at all stages. If an employer wishes to run the Contract for the full length of time (which is within their rights as the employer) a transition must take place to the newest qualification at the earliest possible timeframe, taking into account all points listed above for addition to Scope of Non-Equivalent training products.

Training Products with Superseded Units of Competency embedded

For Training Products on QSS Scope of Registration (including Qualifications, Skills Sets and Accredited courses) that include an embedded (elective) Unit of Competency that that has been superseded; it is NOT a requirement to transition or update the individual unit of competency within the training product. (*VQF Clause 1.27*)

It is however a requirement of some State Government Funding Contracts that superseded Units of Competency (even as electives) will not be funded for delivery. Please check the relevant State Contracts for additional information.

Related Policies:

- PP013 Training & Assessment
- PP018 Trainer Qualifications & Experience
- PP003 Validation

End Policy