

Transition to New Training Package/ Accredited Course

Policy & Procedure

1. Policy

- 1.1 This policy and procedure is designed to ensure that Gippsland Institute of Technology will take the appropriate steps to ensure the transition to new Training Packages and/ or accredited courses and teach out of existing students enrolled in superseded training packages/ accredited courses.
- 1.2 Transition refers to all actions to change the delivery from an existing training package/ accredited course to the replacement training package/ accredited course, including resourcing, staffing, registration and transfer of students.
- 1.3 Gippsland Institute of Technology implements new training packages/ accredited courses within as soon as practicably possible and within 12 months of their introduction.
- 1.4 Gippsland Institute of Technology communicates amendments and arrangements to all stakeholders in a timely manner.
- 1.5 Gippsland Institute of Technology makes all necessary arrangements for the smooth transition to the new package/ accredited course and takes action to ensure continuing students are not disadvantaged during the process.
- 1.6 Gippsland Institute of Technology updates all pre enrolment, marketing and learning & assessment materials to reflect the new package /accredited course.
- 1.7 Gippsland Institute of Technology reviews staff qualifications and experience prior to the new package being introduced to ensure the new course is appropriately resourced.
- 1.8 This policy and procedure applies to all clients enrolled in Gippsland Institute of Technology courses and all staff employed by Gippsland Institute of Technology as trainers and assessors.
- 1.9 The CEO is responsible for implementing this policy and procedure and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.10 This policy and procedure is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Standard 1.

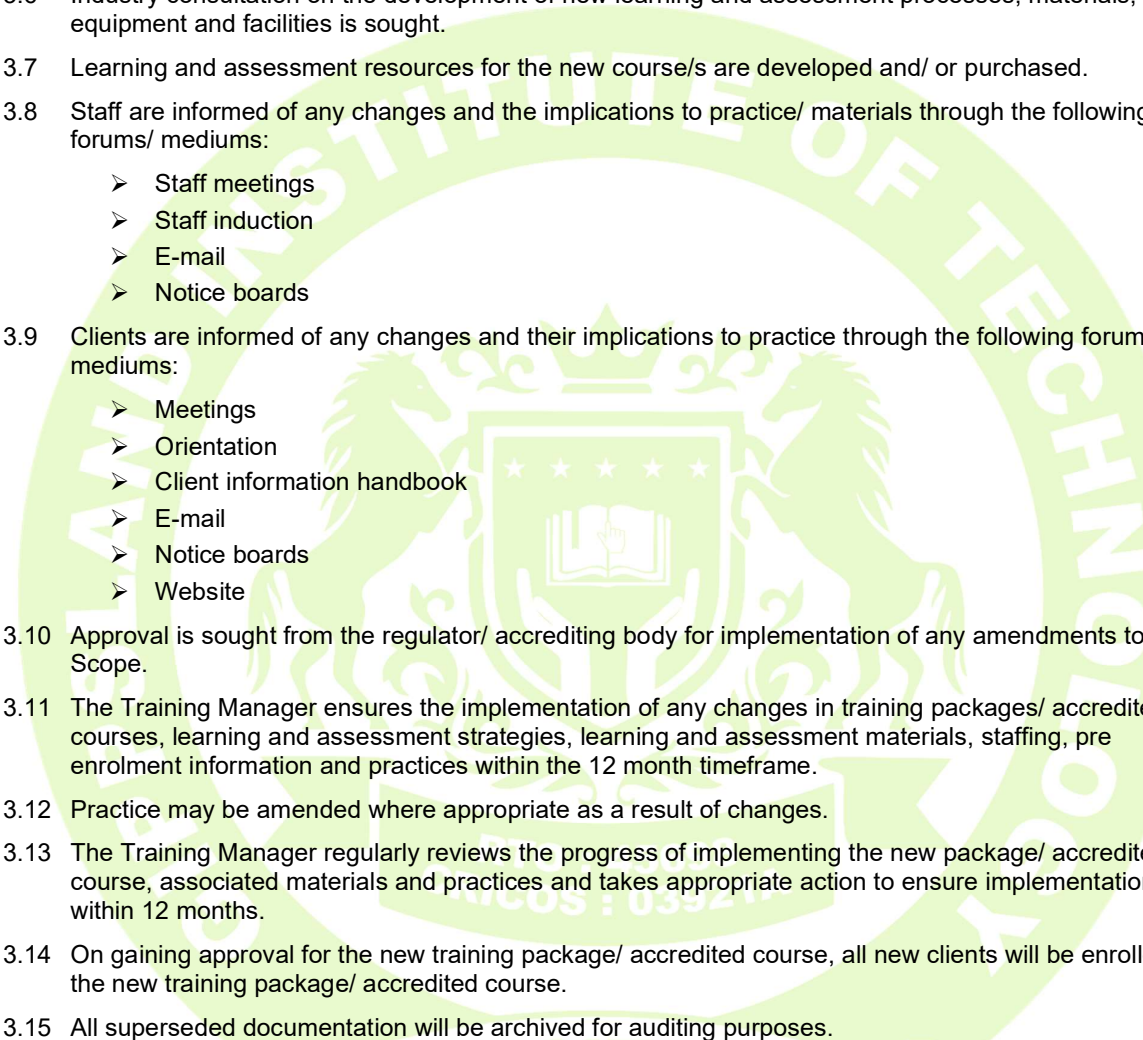
Procedure

2. Identification of amendments

- 2.1 The Training Manager reviews the RTO website every month to ensure currency.
- 2.2 The Training Manager reviews training.gov.au, the Training Support Network, Industry Skills Council websites monthly.
- 2.3 The CEO and Training Manager interacts with industry, other RTO's, clients, suppliers, and other stakeholders.
- 2.4 Amendments to training packages/ accredited courses are identified during the processes identified in 2.1 to 2.3.
- 2.5 Amendments to training packages/ accredited courses are recorded and appropriate amendments to learning and assessment strategies, learning and assessment materials, staffing, marketing/ pre enrolment information and practices are planned as soon as practicably possible and within the 12 month timeframe.

3. Amending processes and materials

- 3.1 The Training Manager informs all stakeholders of the introduction of the new package.
- 3.2 Marketing and pre enrolment material is amended.

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- 3.3 New clients are not enrolled in the superseded training package/ accredited course once the new package/ accredited course has been introduced by the RTO.
- 3.4 Gippsland Institute of Technology reviews staff qualifications and experience prior to the new package/ accredited courses being introduced to ensure staff possess appropriate qualifications and skills to deliver the new package/ accredited course.
- 3.5 Where appropriate professional development activities are planned and/ or staff recruited.
- 3.6 Industry consultation on the development of new learning and assessment processes, materials, equipment and facilities is sought.
- 3.7 Learning and assessment resources for the new course/s are developed and/ or purchased.
- 3.8 Staff are informed of any changes and the implications to practice/ materials through the following forums/ mediums:
- Staff meetings
 - Staff induction
 - E-mail
 - Notice boards
- 3.9 Clients are informed of any changes and their implications to practice through the following forums/ mediums:
- Meetings
 - Orientation
 - Client information handbook
 - E-mail
 - Notice boards
 - Website
- 3.10 Approval is sought from the regulator/ accrediting body for implementation of any amendments to Scope.
- 3.11 The Training Manager ensures the implementation of any changes in training packages/ accredited courses, learning and assessment strategies, learning and assessment materials, staffing, pre enrolment information and practices within the 12 month timeframe.
- 3.12 Practice may be amended where appropriate as a result of changes.
- 3.13 The Training Manager regularly reviews the progress of implementing the new package/ accredited course, associated materials and practices and takes appropriate action to ensure implementation within 12 months.
- 3.14 On gaining approval for the new training package/ accredited course, all new clients will be enrolled in the new training package/ accredited course.
- 3.15 All superseded documentation will be archived for auditing purposes.

4. Student Management System

- 4.1 The Administration Manager will make relevant changes to the Student management System.
- 4.2 The Administration Manager will liaise with the Student Database provider (VETtrak) to ensure that changes are implemented in line with the new Training Package/ accredited course.
- 4.3 The Administration Manager will arrange for any non-learning and assessment documentation affected by the changes to be reviewed and updated. This includes all pre enrolment, marketing, course progress monitoring and other relevant administration forms.

5. Teaching out existing students completing the superseded course

- 5.1 Where a training product on the RTO scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued within a period of 12 months from the date the replacement training product was released on the National Register.
- 5.2 New clients may be enrolled in the superseded qualification during the period between the introduction of the new qualification and Gippsland Institute of Technology receiving approval to add the new qualification to the scope of registration if the course can be completed and certification issued within 12 months of the course being superseded.
- 5.3 Gippsland Institute of Technology will continue to deliver training and assessment services and issue awards to current clients of the superseded qualification who would be genuinely disadvantaged if required to transfer to the replacement qualification, for up to 12 months after the training product being superseded.
- 5.4 All clients enrolled in a superseded course prior to the implementation of the new course, will be transferred to the new qualification once it's added to the scope unless they are disadvantaged by doing so.
- 5.5 A review will be undertaken to identify if clients will be adversely affected by transferring to the new course.
- 5.6 If clients' are adversely affected by transferring to the new course they will complete the superseded course within 12 months of the release date of the new course on training.gov.au.
- 5.7 Certificates and statements of attainment are amended accordingly.
- 5.8 Stakeholders are communicated the amendments as identified above.
- 5.9 A review will be undertaken to identify if clients future training and/ or employment opportunities will be adversely affected by the changes.
- 5.10 All decisions will be taken to ensure students future employment opportunities and/ or study pathways are not adversely affected.
- 5.11 New clients will not be enrolled in training products on the RTO scope if the training product has been deleted or removed from the National Register.
- 5.12 All superseded training packages/ accredited courses, learning and assessment strategies, learning and assessment materials are removed from circulation once the 12 month period has expired and/ or if the superseded course is no longer being delivered.
- 5.13 Clients will not continue training in any qualification, course or unit of competency beyond the teach out period under any circumstances.
- 5.14 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 is issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.
- 5.15 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.
- 5.16 The effectiveness of this policy and procedure is reviewed annually as part of our continuous improvement policy.

Documents to be employed when implementing this policy and procedure:

- Enrolment documentation
- Client information handbook
- Orientation documentation
- Learning and assessment materials
- Learning and assessment strategies
- Staff induction documentation
- Gippsland Institute of Technology website
- Marketing materials
- Meeting agendas
- Review record

Revision history

Creation/ Revision Date	Comment	Created/ Revised by
21/8/20	Policy and procedure created	CEO