

POLICY: TRANSITION FROM SUPERSEDED TRAINING PRODUCTS

POLICY NUMBER:	1.6	VERSION:	1.0
DATE ADOPTED/APPROVED:	1 September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 September 2016	REVIEW FREQUENCY:	Yearly
AUTHORISED BY:	Academic Board	REVIEWED BY:	E-Learning Manager
POLICY OWNER:	E-Learning Manager		
RESPONSIBLE FOR REVIEW:	E-Learning Manager and Accreditation Manager		
REVIEW PROCESS:	E-Learning Manager and Accreditation Manager		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	<p>All staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOS 2015	Standard 1 Clauses 1.26 - 1.27		
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • VET Quality Framework • <i>General Directions- Learner Transitions</i> –Australian Skills Quality Authority (ASQA) April 2015 		
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies</i></p>		
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> • Training Package • Accredited Course Information • Transition Spread sheet • Mapping Documents • Credit Transfer/RPL Application Forms 		

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	<ul style="list-style-type: none"> • PowerPro
DEFINITIONS	<p>Refer to EIT VET Policy Glossary: W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies</p>
EVIDENCE	See internal EIT folders for locations of the above “Forms and Other Documents”
Policy Information:	
POLICY	EIT will manage the transition from superseded training products.
SCOPE	This policy applies to all staff and students
PROCEDURES	<p>EIT will achieve this policy by ensuring that:</p> <ul style="list-style-type: none"> • all learners’ training and assessment is completed and the relevant documentation is issued or learners are transferred into a replacement training product. • the following time frames apply if the product is: <ul style="list-style-type: none"> ○ Superseded – one year from the date of replacement being released on the National Register ○ Non-current (not superseded) - two years from removal or deletion from National Register ○ a skill set, unit of competency, accredited short course or module – one year from removal or deletion from the National Register. • a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register. • mapping the old qualifications to the new versions and conducting gap training for students that are transitioning • keeping updated and timely records of which intakes are continuing through teach out periods or transitioning to updated qualifications • the Training and Assessment Strategy for each course outlines the required action – transition/teach-out • students are not enrolled in qualifications/courses that adversely affect their opportunities for employment, residency status and/or future study pathways. • timely and adequate advice and guidance is provided to students if the qualification or course in which they are enrolled is superseded/deleted/expired and ensure students are given the opportunity to transfer to the replacement Training Package qualifications, accredited courses or other currently endorsed Training Packages or accredited courses. • the transfer of students is undertaken in collaboration between the student and EIT. Students must not be required to transfer to new Training Package qualifications or new accredited courses where the genuine disadvantage to them in doing so outweighs their continuing training in, and issuance with, a qualification or



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	Statement of Attainment for a superseded or deleted Training Package qualification or superseded or expired accredited courses.
PROCESS	Refer to the Transition to Training Packages/Expiry of VET Accredited Courses Process Map

END OF DOCUMENT
