# TRANSITION FROM SUPERSEDED TRAINING PRODUCTS

## POLICY: TRANSITION FROM SUPERSEDED TRAINING PRODUCTS

<table>
<thead>
<tr>
<th>POLICY NUMBER:</th>
<th>1.6</th>
<th>VERSION:</th>
<th>2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ADOPTED:</td>
<td>26 September 2017</td>
<td>DATE LAST REVIEWED:</td>
<td>20 June 2017</td>
</tr>
<tr>
<td>DATE OF NEXT REVIEW:</td>
<td>20 June 2018</td>
<td>REVIEW FREQUENCY:</td>
<td>Yearly</td>
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<tr>
<td>AUTHORISED BY:</td>
<td>Academic Board</td>
<td>REVIEWED BY:</td>
<td>CEO, College Manager, Accreditation &amp; Compliance Manager</td>
</tr>
<tr>
<td>POLICY OWNER:</td>
<td>College Manager</td>
<td></td>
<td></td>
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<tr>
<td>DOCUMENT MANAGEMENT:</td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
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</tr>
<tr>
<td>COMMUNICATION</td>
<td>All staff will be automatically notified by email when the reviewed policy has been authorized.</td>
<td></td>
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<tr>
<td></td>
<td>Staff will also be notified in regular team meetings and in. All meetings will be minuted.</td>
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</tbody>
</table>

### Policy context:
This policy relates to:

### Standards for RTOs 2015
Standard 1 Clauses 1.26 - 1.27

### Legislation or Other Requirements
- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework
- General Direction: Learner Transition – Australian Skills Quality Authority (ASQA)

### Other Policies
All EIT Overarching and Supplementary Policies

Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies

### Forms and Other Documents
- Training Package Information
- Accredited Course Information
- Transition Spread Sheet
- Mapping Documents
- Credit Transfer/RPL Application Forms
- Student Management System

### Definitions
Refer to EIT VET Policy Glossary:
W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies

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When printed this is an uncontrolled document.
**TRANSITION FROM SUPERSEDED TRAINING PRODUCTS**

**Policy**

EIT will manage the transition from superseded training products.

**Scope**

This policy applies to all VET staff and students.

**Procedures**

EIT will achieve this policy by ensuring that:

- 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:
  - 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 any required 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 Statement of Attainment for a superseded or deleted Training Package qualification or superseded or expired 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 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