**Policy:** Transition to Training Packages/Expiry of VET Accredited Courses

<table>
<thead>
<tr>
<th><strong>Policy Number:</strong></th>
<th>EIT 25</th>
<th><strong>Version:</strong></th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Adopted/Approved:</strong></td>
<td>9/10/13</td>
<td><strong>Date Last Reviewed:</strong></td>
<td></td>
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<tr>
<td><strong>Date of Next Review:</strong></td>
<td>9/10/15</td>
<td><strong>Review Frequency:</strong></td>
<td>Two years</td>
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<td><strong>Authorised By:</strong></td>
<td>Academic Board</td>
<td><strong>Reviewed By:</strong></td>
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<td><strong>Policy Owner:</strong></td>
<td>E-Learning Manager</td>
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<td><strong>Responsible for Review:</strong></td>
<td>E-Learning Manager and Accreditation Manager</td>
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<td><strong>Review Process:</strong></td>
<td>E-Learning Manager and Accreditation Manager</td>
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<td><strong>Document Management:</strong></td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
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<tr>
<td><strong>Communication:</strong></td>
<td>All staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</td>
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**Policy context:** This policy relates to:

- **NVR Standards:** SNR 25
- **Legislation or Other Requirements:**
  - National Vocational Education and Training Regulator Act 2011
  - VET Quality Framework
  - General Direction – Transition & Teach Out - Australian Skills Quality Authority (ASQA) March 2012
- **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
  - Accredited Course Information
  - Transition Spread sheet
  - Mapping Documents
  - Credit Transfer/RPL Application Forms
DEFINITIONS

- Transition
- Training Package
- VET Accredited Course
- Teach out
- RPL

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

EVIDENCE
See internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

Transition to Training Packages/Expiry of VET Accredited Courses

25.1 EIT will manage the transition from superseded Training Packages within 12 months of their publication on the National Register so that it delivers only currently endorsed Training Packages.

25.2 EIT will manage the transition from superseded VET accredited courses so that it delivers only currently endorsed Training Packages or currently VET accredited course.

SCOPE
This policy applies to all staff and students

PROCEDURES
EIT will achieve this policy by:

- Managing the transition from superseded Training Packages within 12 months of their publication on the national register
- Managing the transition from superseded accredited courses so that we only deliver currently endorsed Training Packages and currently accredited courses.
- Applying to have new Training Package qualifications, units of competency and/or accredited courses added to its scope of registration by submitting an Application to change RTO scope of registration
- 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
- Ensuring the Training and Assessment Strategy for each course notes the required action – transition/teach-out
**Transition to Training Packages/Expiry of VET Accredited Courses Policy**

- Ensuring that students are not enrolled in qualifications/courses that adversely affect their opportunities for employment, residency status and/or future study pathways.

- Providing timely and adequate advice and guidance 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 replacement Training Package qualifications and accredited courses or other currently endorsed Training Packages or accredited courses.

- Undertaking the transfer of students in collaboration between the student and the 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**

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_eit25 transition to training packages_expiry of vet accredited courses policy v3_  
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_WHEN PRINTED THIS IS AN UNCONTROLLED DOCUMENT_