POLICY		ACADEMIES AUSTRALASIA POLYTECHNIC
Ref. to Legislative Frameworks: **SRTO2015:** **Standard 1.26 / 1.27** **National Code 2018:** **Standard 8.1 / 8.2 / 8.3 / 8.4 / 8.5 / 8.9 / 11.3**	**Transition Management (VET)**	
Version: 2.0	Policy Owner: Chief Executive Officer	**Issued on: 06/04/2018** **Review by: 06/04/2020**

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
2.0	New	Head of Vocational Education and Training (VET) Department	06/04/2018

PURPOSE

This policy provides a systematic approach in managing the transition requirements from superseded Training Packages, qualifications, and units of competency and supporting the management of AAPoly's scope of registration in line with the regulatory requirements.

POLICY STATEMENT

AAPoly delivers current qualifications and current units of competency to students. AAPoly manages the transition from superseded Training Packages, qualifications and units of competency in an orderly manner, with accurate documentation and evidentiary requirements to ensure that the student's study outcomes are correctly and completely delivered and reported accurately.

SCOPE

This policy applies to the Designated Head of VET, Course Coordinators, Trainers/Assessors and any staff who are involved in the planning and delivery of vocational courses.

DEFINITION

ASQA	The Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector.
National Register	www.training.gov.au (TGA), the official national register of information on Training Packages, qualifications, courses, units of competency and registered training organisations (RTOs).
New Qualification	A new qualification or a new version of a previously endorsed qualification
Transition	All actions required to change the delivery operations of the college from an existing training product to a replacement endorsed or accredited training product, including resources, registration and transfer of students.
Transition period	A phase during which a training product has been identified as being superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

POLICY GUIDELINES AND PRINCIPLES

1. Common Training Package changes include:

    a) Revised unit(s) of competency and qualification codes and titles
    b) Revised packaging rules for qualifications which cause changes in the requirements pertaining to the allocation of core or elective units
    c) Revised units of competency, which may include combining two units of competency into one or minor changes where the unit of competency has remained equivalent
    d) Revised pre-requisites, co-requisites or entry requirements
    e) Revised assessment guidelines which may relate to identifying new requirements relating to trainers and assessors

    The list above is not exhaustive. The responsible staff members are to ensure that they are timely informed about these changes and pay close attention to the changes to ensure training and assessment strategies and practices remain current and satisfy Training Package requirements.

2. Course Coordinator (CC), Designated Head (DH) and Compliance Manager (CM) subscribe to ASQA alerts to ensure they are aware of changes to Training Packages.

3. CC must monitor the status of Training Packages to remain aware of changes and how these might affect AAPoly scope of registration and vocational training operations.

4. Transition plans ensure that superseded courses are systematically phased/taught out, students are adequately informed, marketing materials accurately reflect current information and students are not disadvantaged.

RESPONSIBILITIES

-   Course Coordinator (CC) – is responsible for the implementation of any transition arrangement under AAPoly scope of registration. CC will consult with relevant senior management personnel, training staff and industry consultants regarding the transition process.

-   Designated Head (DH) – is responsible for ensuring that changes due to the transition arrangement are communicated to existing students and staff. Staff must be informed of how changes will affect their operational workflow (i.e. sales, marketing, enrolment, student record management, training and assessment).

-   Compliance Manager (CM) – is responsible for submitting Change of Scope application to ASQA once documentation relating to all aspects of the new requirements have been finalised and approved by CEO/PEO.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond in writing to the feedback or enquiries within two (2) weeks unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.

REFERENCES

Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018