PROCEDURE	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**	
Version: 2.0	Procedure Owner: Chief Executive Officer	**Issued on: 06/04/2018** **Review by: 06/04/2020**

Revision History

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

PURPOSE

This procedure provides a systematic approach in managing the transition requirements from superseded Training Packages, qualifications, and units of competency and supporting the management of AAPoly's scope of registration in line with the regulatory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 AAPoly manages the transition from superseded Training Packages, qualifications and units of competency in an orderly manner, with accurate documentation and evidentiary requirements to ensure that the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Transition period	A phase in which a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

PROCEDURE

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

2. 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.

3. Once changes to the qualifications or units of competency and relevant requirements have been identified, DH determines the actions to be taken in response to the changes and informs all relevant staff of proposed changes to occur. Such an action plan may include:
   a) Developing a 'Transition Schedule'
   b) Developing appropriate budget plans for transition
   c) Appointing a person to lead the work of analysing the amendments to the qualification or unit of competency and addressing the required 'content' changes.
   d) Updating marketing collateral, enrolment forms and other documentation

4. CC reviews or develops the relevant Training and Assessment Strategy (TAS), Training and Assessment materials and consults with industry to gain feedback on changes if applicable.

5. CC also reviews and updates all training and assessment resources relevant to the course such as staff competency, equipment, facilities, course materials, assessment tools, training plan, mapping tools etc.

6. CC oversees the validation and moderation activities of assessment tasks to ensure the new qualification or unit of competency requirements have been implemented according to the Training Package requirements.

7. CC presents the new course materials to DH for approval.

8. If ASQA approval is required, DH provides CM with all the required necessary documentation, such as Annual CRICOS timetable, TAS, Assessment Tools, etc. to submit a Change of Scope application to ASQA.

7. Once approved, DH informs staff, students and other stakeholders about the new course and possible effects on them. DH also ensures that changes are reflected in marketing materials, website, student management system, transcript templates and any contractual agreement such as articulation agreements.

8. Student Services will generate a list of students who are affected by the Change, to assess the impact of the change and to support the transition planning.

9. When the course change is finalised (e.g. ASQA approval obtained), the change event is recorded in the Key Events Register.

RESPONSIBILITIES

- Course Coordinator (CC) – is responsible for the control and 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 DH.

- Student Services is responsible for ensuring that students are correctly enrolled, and they receive the correct documentation.

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