

POLICY – Training Package Transition

Requirement	Responsibility
<p>It is the responsibility of each RTO to monitor training packages relevant to their scope of registration and to identify when a training package qualification on scope has been revised and a new version published.</p> <p>The RTO will:</p> <ul style="list-style-type: none"> • manage the transition of students from superseded Training Packages within 12 months of their publication on the National Training Information Service • manage the transition from superseded accredited courses so that it will deliver only currently endorsed Training Packages or currently accredited courses 	
Training Package Transition	
<p>The RTO is to always use the most up to date versions of Training Packages and Accredited Courses as released.</p> <p>The procedures set out below will:</p> <ul style="list-style-type: none"> - Assist the RTO to ensure that all Training Packages are implemented correctly and within the designated timelines - Ensure that all qualifications / courses / units that are on the RTO's Scope of registration have Training and Assessment Strategies which, in turn will ensure learning resources and assessment resources are sourced. - Ensure that all new Training Packages that are required on RTO's Scope of Registration are acquired 	<p>Quality Group</p> <p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
<p>The CEO shall be responsible for ensuring this policy/procedure is followed and all tasks are completed.</p> <p>Procedure</p> <p>1. AQTF Training Package Transition</p> <ul style="list-style-type: none"> · CEO checks 'Training.gov.au' for updates quarterly - January, April, July, October, also to sign up for advices on changes to Training Packages · CEO to keep up to date with Training Package information using websites such as 'Training.gov.au' 'Innovation and Business Skills Australia' and attending relevant workshops <p>2. Training Package Release</p> <p>When there is a new release or revision of a Training Package that relates to units on the Scope of Registration, the following must occur:</p> <ul style="list-style-type: none"> · Download the revised UOC/Companion Guides to the Training Package 	<p>CEO</p>

<ul style="list-style-type: none"> · Establish which units/qualifications are required on RTO's Scope of Registration (if not equivalent) and apply · Identify any licensing requirements associated with the new units proposed · Revise the relevant Training and Assessment strategy for each of these units in accordance with the Quality Policies and Procedures · Map current learning and assessment materials to revised units · Obtain new learning and assessment materials for revised units/qualifications where gaps have been identified and map learning and assessment materials to revised Training Package. · Plan the transitional arrangements including new enrolment dates, transfer of currently enrolled students etc. <p>N.B: Some unit may be granted automatically to RTO's Scope of Registration while others will require an application to the relevant authority</p> <p>3. Placing new Training package on Scope of Registration</p> <ul style="list-style-type: none"> · RTO Manager to identify timeline for new Training Package to be placed into Scope of Registration. · Review Purchasing Guide when released. · Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package. · Initiate process for the new Training Package to be implemented including Training & Assessment strategies that can be implemented. · Ensure appropriate staff are available to train and assess the new course <p>4. Update Internal Paperwork /Marketing Systems</p> <ul style="list-style-type: none"> · Update internal paperwork with new titles, codes and descriptions of units including: <ul style="list-style-type: none"> - All internal Documents - Student Handbook - Marketing Material (including website if applicable) - Student records management system - Learning Materials - Assessment tools <p>5. Staff Professional Development</p> <ul style="list-style-type: none"> · Academic Manager to ensure relevant staff attends Industry based run workshop(s) if applicable. · Map current staff qualifications and experience to the revised Training Package. · Conduct Professional Development with trainers who would be 	
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<p>delivering the revised Training Package.</p> <ul style="list-style-type: none"> · Validate learning and assessment materials to ensure they meet the needs of the new Training Package. · Ensure staff have a planned professional development approach as identified in the staff appraisals and Professional Development policy and procedure. <p>6. Roll out of new course</p> <ul style="list-style-type: none"> · Validate learning materials and assessment · Timeline confirmed for implementation of new course · Process identified to complete or transfer students enrolled in superseded course · Management, staff and key stakeholders are made aware of the change of units through relevant meetings and communication channels <p>7. Transition of students</p> <p>An individual plan and timeframe is to be made for each student that is enrolled in a qualification that is to be transitioned. Students who have not completed the superseded qualification during this timeframe will be transferred to the new qualification.</p> <p>The RTO must not accept any new enrolments in the accredited units being replaced by the new Training Package in accordance with the information provided in the Purchasing Guide released by the relevant State Authority. A transition date will be stipulated that specifies the date that the RTO must not accept any new enrolments in the accredited unit being replaced by the new Training Package.</p>	
<p>Related procedures</p>	
<ul style="list-style-type: none"> • Enrolment 	
<p>Related documents</p>	
<ul style="list-style-type: none"> • TAS for each qualification • Staff Handbook 	