

UTP27 – Qualification Transition

Title: UTP27 - Qualification Transition Policy and Procedure

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1. Policy

UTAIT acknowledges our obligation to remain informed of changes to Training Packages and to establish transition arrangements for existing participants and those participants who may be enrolled during a transition period.

UTAIT will ensure the transition from superseded Training Packages shall occur within one year of their publication on the national register (www.training.gov.au)

2. Scope

This policy is applicable to Training Package amendments, version changes and newly endorsed training packages.

3. Responsibilities

The qualification Transition policy is the responsibility of the Director - Training.

4. Transition Arrangements

UTAIT is to apply the following policies:

1. The Director - Training is on the distribution list to receive Notification email alerts from www.training.gov.au with regard to changes to Training Packages.
2. A continuous improvement form will be completed by the Director - Training to initiate this transition process.
3. The monitoring of Training Package status and responding to changes in training packages is to be an agenda item at the coming Training Meeting to ensure transition to revise or new training package is managed in a systematic way that integrates changes into all other areas of the UTAIT operation.
4. UTAIT will transition in response to training package changes within ten months from the date of release on www.training.gov.au the transition date as advised by state registering authorities. In exceptional circumstances, UTAIT will complete all transition activity within one year of this same date.
5. Revised or new qualifications / units of competence are to be included on the UTAIT scope of registration as soon as possible with the Director - Training being responsible for applying for the addition to scope through ASQA.

6. Enrolments in new qualifications or units of competence are to commence as soon as possible to allow participants to access the most current qualification and to minimise the period that participants enrolled in superseded qualifications are being managed.

7. Participants who are enrolled in qualifications which are superseded part way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on the UTAIT scope of registration. Participants are not to be disadvantaged in anyway and participants choosing to remain enrolled in superseded qualifications are to be supported in their decision. Participants are to complete or transition within the one year period.

5. Procedure

A. Aim

The procedures set out below will:

- Assist UTAIT to ensure that all Training Packages are implemented correctly and within one year
- Ensure that all Qualifications that are on UTAIT' Scope of Registration have Strategies for Delivery and Assessment which, in turn will ensure learning resources and assessment resources are sourced/ developed.
- Ensure that all new Training Packages that are required on UTAIT' Scope of Registration are acquired.

The Director - Training or delegate shall be responsible for ensuring this procedure is followed and all tasks are completed and implemented in line with the Standards for RTO 1.26 and 1.27.

B. Procedure

a) Training Package Requirements

- The Director - Training or delegate is required to check the national register (TGA - www.training.gov.au) for updates of all items on Scope of Registration at least quarterly.
- The Director -Training or delegate is also required to keep up to date with Training Package information by subscribing to relevant industry bodies such as Industry Skills Councils and industry networks.
- UTAIT is registered to receive automatic notifications from the appropriate skills council and www.training.gov.au

b) Updated Training Package Release

When there is a new release or revision of a Training Package that relates to Qualifications on Scope of Registration, the following must occur:

- Acquire the Training Package immediately from the relevant organisation (Industry Skills Council (ISC) or TGA will be able to provide this information)
- Establish which Qualifications are required to be updated on UTAIT's Scope of Registration
- Identify any licensing requirements associated with the updated Qualifications
- Update the strategy for Delivery and Assessment for each of these Qualifications have had updates
- Map current training and assessment materials to revised Training Packages.
- Obtain new learning and assessment materials for revised Training Package 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.

N.B: All changes to Scope of Registration will require an application to ASQA with supporting information.

c) Update Internal Paperwork / Systems

- Update internal paperwork with new titles, codes and descriptions of qualifications including:
 - All internal documents
 - Student Handbook
 - Marketing Material (including website if applicable)
 - Student records management system
 - Learning Materials
 - Assessment tools

d) Staff Professional Development

- The Director - Training or delegate is to ensure relevant staff attends industry based run workshop(s) if applicable.
- Map current trainer qualifications and experience to the updated training package.
- Conduct professional development with trainers who would be delivering from the revised training package.
- Validate training and assessment materials to ensure they meet the needs of the updated training package.

e) Roll out of updated course

- Validate training and assessment materials
- Confirm a timeline for implementation of new course
- Identify a process to complete or transfer students enrolled in superseded course
- Management, trainers and key stakeholders are made aware of the change of qualification through relevant meetings and communication channels

C. Transition of currently enrolled students

UTAIT must not accept any new enrolments in the superseded qualifications or accredited courses being replaced by the new Training Package after the transitional period of one year.

UTAIT will implement a '*teach out*' period for any superseded qualifications. Students that will not complete their course within the designated "*teach out*" period of one year must be transferred to the replacement qualification prior to this teach out period.

The transfer of students must be undertaken in collaboration between the students and the RTO. In the instance that the qualification is being removed from the old training package and there is no replacement qualification, UTAIT will identify one's that is closest to the learners' needs to transfer to the students. When it is not practicable to do so, UTAIT will implement the teach-out period of two (2) years from the date the qualification was removed to complete all training and assessment and issuing of qualification.

To ensure a consistent approach to the transitional arrangements for students the following steps are to be taken:

- All currently enrolled student's files to be reviewed. Student progress is to be reviewed to determine if students are able to complete their course enrolment within the 'teach out' period.
- Where it is determined the timeframe to complete the course is not appropriate then the student's enrolment must be transferred to the replacement course being offered.
- When transferring a student to a replacement course the following must occur:
 - Ensure all assessments are up to date and the student's progress is up to date in the existing enrolment
 - Complete all relevant enrolment paperwork for the new course
 - Map the student's progress to the new course using the mapping information within the Training Package and relevant State Authority Purchasing Guide.
 - Complete the RPL process to the new course for delivery and assessment already conducted

- Determine remaining delivery and assessment requirements and develop training plan.

D. Placing new Qualifications on Scope of Registration

- The Director - training or delegate is to identify a timeline for the new qualification to be placed into Scope of Registration (as soon as practical but within one year).
- Determine delivery and assessment details and document these in line with the *Training and Assessment Strategy*.
- Ensure training and assessment materials have been sourced or developed for the replacement qualification
- Ensure all required equipment and facilities are in place.
- Ensure trainers and assessors have updated all documents relating vocational competence.
- Apply to ASQA to add the replacement qualifications following the on-line application process.

Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	