



Transition of Training Packages Policy

1. Purpose

Career Development and Training is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs) 2015 and/or its successor. As such, Career Development and Training is required to transition scope of delivery and clients to new training products in a timely manner.

2. Policy Statement

Career Development and Training is committed to ensuring clients have access to and attain a qualification that most closely represents the current skill needs of industry.

Career Development and Training ensures that it has effective and efficient practices in place:

- To monitor currency of training products;
- To maintain currency of its scope of registration;
- For the transition of training products
- For the transfer of clients to upgraded training package qualifications and VET Accredited Courses.

3. Definitions

3.2 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

National Register means the register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the *National Vocational Education and Training Regulator Act 2011*.

Scope of registration means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a) both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) provide assessment resulting in the issuance of AQF certification documentation by the RTO.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Training Package means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.



Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.

VET Regulator means:

- a) the National VET Regulator; and
- b) a body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

4. Policy Principles

4.1 Industry Currency – Qualifications

An AQF Qualification or VET Accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

4.2 Transitioning Clients

The need of clients is best served by transitioning clients into replacement qualifications as soon as possible:

- a) Where a training product on Career Development and Training's scope of registration is superseded, all clients' training and assessment is to be completed and the relevant AQF certification documentation issued, or clients transferred into the replacement qualification, within one (1) year from the date the replacement training product was released on the National Register (www.tga.gov.au). (SRTO 1.26a)
 - i. Clients who will complete their learning and be issued a qualification or statement of attainment within the one-year transition period do not need to be transferred to the replacement training product.
- b) Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all clients' training and assessment is completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the National Register. (SRTO 1.26b)
- c) Where a skill set, unit of competency, accredited short course or module is no longer current and has been removed or deleted (i.e. it has not been superseded) all clients' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National register. (SRTO 1.26c)
- d) No new enrolments or commencements will be accepted into any training product that has been removed or deleted from the National Register. (SRTO 1.26d)

4.3 Superseded Units in Secondary Training Packages

- a) The requirements of 4.1 and 4.2 above do not apply, where a secondary Training Package, still contains and requires the completion of a superseded unit of competency (from a "parent" Training Package). (SRTO 1.27) [for example a BSB unit within a CPP qualification]

4.4 Changes to Scope – Superseded training products

- a) If an Industry Skills Council (ISC) (ivet.com.au) deems that a replacement training product is equivalent to the superseded training product, Career Development and Training's scope of registration will be automatically updated by the VET Regulator to include the replacement training product.



- b) If replacement training product is considered “not equivalent” to the superseded training product, Career Development and Training will need to (prior to transferring any client enrolments):
 - i. Apply for the replacement product to be added to scope of registration; and
 - ii. Have the application approved.
- c) One (1) year from the date a training product was superseded, the VET Regulator will remove the superseded training product from Career Development and Training’s scope of registration. From this date Career Development and Training will not:
 - i. Enrol or train clients in that training product; and /or
 - ii. Issue a qualification or statement of attainment for that training product (except reprint / replacement documentation for previously issued certification).

4.5 Changes to Scope – Deleted or Removed Qualification

- a) From time to time, ISCs may determine that a qualification will be removed or deleted without being replaced by another qualification. There is therefore no replacement qualification into which clients can be transferred.
 - i. Career Development and Training will determine, in consultation with the client, an alternative qualification to meet client needs.
- b) Career Development and Training will not allow a client to commence training or assessment into a training product that has been deleted or removed, from the date the training product is removed from the National Register.
- c) Two (2) years after a qualification has been removed or deleted from the national register, the VET Regulator will remove the qualification from Career Development and Training’s scope of registration. From this date Career Development and Training will not:
 - i. Enrol or train clients in that qualification; and/or
 - ii. Issue a qualification for that training product (except reprint / replacement documentation for a previously issued qualification).

4.6 Changes to Scope – Deleted or Removed Skills Set, Unit of competency, Course or Module

- a) From time to time, ISCs may determine that a skills set, unit, course or module will be removed or deleted without being replaced. There is therefore no replacement into which clients can be transferred.
 - i. Career Development and Training will determine, in consultation with the client, an alternative training product to meet client needs.
- b) Career Development and Training will not allow a client to commence training or assessment into a training product that has been deleted or removed from the date the training product is removed from the National Register.
- c) One (1) years after a skill set, unit or module has been removed or deleted from the national register; the VET Regulator will remove the skill set, unit or module from Career Development and Training’s scope of registration. From this date Career Development and Training will not:
 - i. Enrol or train clients in that qualification; and/or



- ii. Issue a Statement of Attainment for that training product (except reprint / replacement documentation for a previously issued Statement of Attainment).

5. Career Development and Training's Responsibilities

The CEO, Career Development and Training is responsible for ensuring compliance with this policy.

6. Access & Equity

The Career Development and Training Access & Equity Policy applies. (See Access & Equity Policy)

7. Records Management

All documentation from Enrolment and transition processes are maintained in accordance with the Records Management Policy. (See Records Management Policy)

8. Monitoring and Improvement

All enrolment and transition practices are monitored by the CEO, Career Development and Training and areas for improvement identified and acted upon. (See Continuous Improvement Policy)