

RTO 1.08 Transition Arrangements

1. Policy Purpose

Learners are entitled to graduate with a qualification that most closely represents the current skills needs of industry, aligned to real job roles. From time-to-time VET training products will be either superseded (and replaced by another, equivalent product) or discontinued. A qualification being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable. The purpose of this policy is to ensure the Institute keeps pace with changing industry and regulatory standards to deliver up-to-date VET products.

2. Policy Statement

The Institute will ensure the needs of learners and industry are best met by implementing changes to qualifications and standards in a timely manner.

3. Scope

This policy applies to all Nationally Recognised Training (NRT) Students enrolled in a nationally endorsed training package and/or unit(s) of competency who are undertaking their study with the Institute.

4. Definitions

- 4.1 **NRT** – Nationally Recognised Training Package
- 4.2 **AQF** – Australian Qualification Framework
- 4.3 **The Institute** – The Australian Institute of Social Relations
- 4.4 **VET** – Vocational Education and Training
- 4.5 **ASQA** – Australian Skills Quality Authority

5. Procedures

5.1. SUPERSEDED TRAINING PRODUCTS

The Institute will ensure that where a training product on its scope of registration is superseded:

- all learners' training and assessment is completed, and the relevant AQF certification documentation is issued within one year of the date of the training product becoming superseded.

OR

- learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register (provided that the replacement training product is on the Institute's scope of registration).

Following the expiration of one year from the date that a qualification is superseded, the Institute will not:

- enrol or train learners in that training product; or
- issue a qualification or statement of attainment for that training product (except as a replacement for a previously issued qualification or statement of attainment).

The requirements stated above do not apply where a training package (qualification, accredited course) requires the delivery of a unit of competency (core or named elective unit or module) from another training package that has been superseded.

5.2 REMOVED OR DELETED QUALIFICATIONS

In some instances, training package developers determine there is no longer sufficient demand for a qualification to justify it being maintained. The qualification is removed or deleted without being superseded by another.

No new learner will commence training or assessment from the date a qualification or training product is removed or deleted from the National Register.

When there is no clearly identified replacement qualification for learners to transfer to, the Institute will aim to identify an alternative qualification that is the closest to meeting the learners' needs. Whether it is practical to transfer learners to a suitable qualification will depend on a range of factors, including how close to completion each learner is, but the guiding principle will be what will best meet the needs of the learner. If completing the qualification is the best path for the learner, the Institute will ensure that all training, assessment, and issuance of certification is completed within two years of the date the qualification was removed.

When an AQF qualification is no longer current and has not been superseded, all learners' training and assessment must be completed, and the relevant AQF certification documentation issued within a period of two years from the date of the AQF qualification was removed or deleted from the national register.¹

Following the expiration of two years from the removal or deletion of a qualification, the Institute will not:

- train learners in that qualification; or
- issue that qualification (except as a replacement for a previously issued qualification).

5.3. REMOVED OR DELETED SKILL SETS, UNITS, COURSES AND MODULES

Where a skill set, unit of competency, accredited short course or module (not attached to a qualification) is no longer current and has not been superseded, all learners' training and assessment must be completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.

No learner will commence training or assessment from the date a skill set, unit, course or module is removed or deleted from the National Register.

Following the expiration of one year from the removal or deletion of a qualification, the Institute will not:

- train learners in that skill set, unit, course or module; or
- issue a statement of attainment for that skill set, unit, course or module, except as a replacement for a previously issued statement of attainment.

6. Roles and Responsibilities

6.1. THE MANAGER OF EDUCATION AND TRAINING IS RESPONSIBLE FOR:

- Monitoring the currency of all training products on scope
- Ensuring learners can complete their study prior to, or post product transition
- Ensuring that learners cannot be enrolled into superseded products
- Ensuring that issuance of certification occurs within specified timeframes depending upon the transition arrangements as directed by ASQA.

¹ In all cases, the date shown on the National Register is considered to be the date of publication, deletion or removal.