

## **POLICY AND PROCEDURE FOR STUDENT TRANSITION**

### **PURPOSE**

Central Coast Community College (the College) will ensure it delivers only currently endorsed Training Packages and no new enrolments are allowed into superseded qualifications after the 12 months transition period or as specified by the state/territory registering body. This policy and procedure sets out the process for managing the transition of students from superseded or deleted training package qualifications to new training package qualifications and units of competency.

### **APPLICATION OF THE POLICY**

This procedure applies to all qualifications and units of competency on the College's scope of registration.

### **DEFINITIONS**

**Transition** means all actions required to change the delivery operations of an RTO from an existing training product to an endorsed replacement training product. It includes consideration of resourcing, registration and transfer of students.

**Transition period** must be completed within 12 months from endorsement date published on the national register.

**Teach out means** the approved timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification documentation issuance must be completed. (Applicable to ASQA identified training packages and qualifications only).

**Superseded** means a new training product replaces an existing training product or a training product is deleted with no replacement, the existing training product is referred to as superseded.

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

**AQF** means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

**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 – [www.training.gov.au](http://www.training.gov.au)

## **POLICY STATEMENT**

The College will ensure that the transition from superseded Training Package qualifications to new or revised Training Package qualifications in accordance with Standards for RTOs 2015 is managed efficiently and effectively in a timely manner.

Where a training product on the College's scope of registration is superseded, within 12 months from the date the replacement training product is released on the national register one of the following actions will occur:

- i. All training and assessment will be completed and the relevant AQF qualification credential or accredited course credential will be issued; or
- ii. Students will be transferred into the replacement AQF qualification or accredited course.

The College will ensure that students, where possible, will graduate with the most current training product.

Where an AQF qualification is no longer current and has not been superseded, all students training and assessment will be completed and the relevant AQF qualification credential will be issued within two years from the AQF qualification being removed or deleted from the national register.

Where a unit of competency or accredited course is no longer current and has not been superseded, all training and assessment will be completed and the relevant Statement of Attainment or accredited course credential will be issued within 12 months from the date the unit of competency or accredited course is removed or deleted from the national register.

The College will not enrol or provide training and assessment of any student in a training product that has expired or been removed or deleted from the national register. Nor will the College issue a qualification credential or statement of attainment for a training product that has expired or been removed or deleted from the national register.

## **PROCEDURES**

### **1. Transition Mapping**

RTO Management or their delegate will conduct a Transition Mapping Review which will analyse and compare the differences between new and superseded products and provide recommendations for improvement actions required to update resources, inform training participants and/or to notify relevant staff.

### **2. Students**

All new student enrolments will be enrolled in the new product in accordance to the transition review.

The RTO Manager will provide continuing students with timely and adequate advice and guidance on transitioning to the new products. This advice will take into consideration the proportion of the course the student has completed and the degree of equivalence between the products.

For each student transitioning into a new training product, the student training plan will be revised by the Training Operations Lead. This will be signed by the student and the Trainer/Assessor and submitted to Student Services for updating the student's enrolment in the Student Management System.

Where a student, enrolled before 1 April 2015, would be genuinely disadvantaged if transitioned to the new training product, the College will continue the training and assessment of the superseded qualification and issue the relevant credential, upon successful completion, for up to six months after the expiry date listed on the national register – assuming the qualification remains listed on Scope of Registration.

Where a student, enrolled before 1 April 2015, has not completed the superseded training program at the completion of the teach out period, and has declined to be transitioned to the new qualification, and no exceptional circumstances apply, their enrolment will be closed and they will be issued with a Statement of Attainment for the units of competency successfully completed.

Where a training product has been deleted and no replacement approved, no new students will be enrolled in the qualification. Continuing students will be advised that the qualification has been deleted and will be given a maximum of 12 months to complete their training program. Where a reasonable alternative qualification is available, the College may offer this to continuing students as an alternative to completing the deleted product.

### **VARIATIONS**

The College reserves the right to vary, replace or terminate this policy from time to time.

### **RELATED DOCUMENTS:**

Policy and Procedure for the Management of Scope of Registration

Transition Mapping Review form

Training Package Transition Equivalency Mapping Register