

POLICY & PROCEDURE

TRANSITION FROM
SUPERSEDED TRAINING
PRODUCTS

Contents

1.	Purpose	2
2.	Scope.....	2
3.	Policy Statement.....	3
4.	Procedures	3
	Superseded Scope Items	3
	Removal or Deletion of Qualifications	3
	Removal or Deletion of Skill Sets, Units or Accredited Courses	4
5.	Responsibilities.....	4
	Handling of Transition from Superseded Training Products	4
	Compliance, monitoring and review	4
	Reporting	4
	Records management	4
6.	Definitions	4
	Terms and definitions	4
7.	Related Legislation & Documents	5
8.	Feedback	5
9.	Approval and Review Details.....	5
10.	Appendices	5

1. Purpose

- 1.1 The purpose of this Policy is to ensure Allens Training maintains compliance against Standards for Registered Training Organisations (RTOs) Clause 1.26 – 1.27 and applicable legislative requirements.
- 1.2 It is the aim of the policy to provide clear and practical guidelines to ensure Allens Training acts swiftly and efficiently in the event of a unit or qualification being superseded or discontinued by ASQA as represented on the National Register – training.gov.au.
- 1.3 From time to time, a qualification is superseded or discontinued and is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.
- 1.4 All current qualifications, units of competency, skill sets, and accredited courses are registered on the National Register and for the purposes of this policy, the date shown on the National Register is considered to be the date of publication, deletion or removal of a qualification, unit, skill set or module.
- 1.5 Allens Training Pty Ltd, RTO 90909, will ensure that all learners are entitled to graduate with a qualification or statement of attainment that most closely represents the current skills required of industry.

2. Scope

- 2.1 This policy relates to Allens Training Pty Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

- 3.1 Allens Training will monitor the National Register regularly to ensure all Qualifications, Units of Competency or Modules are current and up to date on its scope of registration.
- 3.2 Allens Training will manage learner transition as prescribed by the Australian Skills Quality Authority (ASQA) General Direction: Guidance for Providers - Learner Transition.
- 3.3 Where possible Allens Training will transfer students from superseded qualifications into a replacement qualification as soon as possible and will meet the needs of their students as per following procedures.

4. Procedures

Superseded Scope Items

- 4.1 If a qualification is superseded by a new qualification, Allens Training will transfer the student from the original qualification to the new qualification as soon as possible in accordance with the transition and teach out rules prescribed by ASQA.
- 4.2 All Transition and Teach-out periods will be monitored to ensure:
 - 4.2.1 All training products on scope meet training package requirements
 - 4.2.2 Where a training product on our scope of registration is superseded, all student's training and assessment is completed and the relevant AQF certification documentation is issued or students are transferred into its replacement, within a period of one (1) year from the date the replacement training product was released on the National Register.
 - 4.2.3 Where a skill set, unit of competency or accredited short course is no longer current and has not been superseded, all student's training and assessment is 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; and
 - 4.2.4 A new student does not commence training and assessment in a training product that has been removed or deleted from the National Register.
- 4.3 Tickets within Training Desk, and tasks assigned to these tickets will be utilised to ensure elements of this procedure are achieved within a timely manner and recorded accurately.

Removal or Deletion of Qualifications

- 4.4 Where a qualification has been removed or deleted without being superseded by another, Allens Training will at their discretion and where possible, attempt to identify and transition the student into a suitable alternative qualification.

This will depend on:

- 4.4.1 What best meets the needs of the student; and/or
- 4.4.2 The students' progress and scheduled completion date in the old qualification.
- 4.5 At all times the student will be included in this process and will be provided with accurate information to assist them with their choices and enable them to make an informed decision
- 4.6 Where a decision has been made that completion of the superseded Qualification is the best path for the student, all training, assessment and issuance of Qualification must be completed within two (2) years from the date the qualification is removed or deleted from the National Register.

- 4.7 Allens Training will not commence a new student in training or assessment from the date a qualification is removed or deleted from the National Register.
- 4.8 Tickets within Training Desk, and tasks assigned to these tickets will be utilised to ensure elements of this procedure are achieved within a timely manner and recorded accurately.

Removal or Deletion of Skill Sets, Units or Accredited Courses

- 4.9 Where a skill set, unit or accredited course (not attached to a qualification) is removed or deleted, Allens Training will ensure that all training, assessment and issuance of certification is completed within one (1) year from the date the above was removed or deleted from the National Training Register.
- 4.10 Allens Training will not commence a new student in training or assessment from the date the skill set, unit or module is removed or deleted from the National Register
- 4.11 Tickets within Training Desk, and tasks assigned to these tickets will be utilised to ensure elements of this procedure are achieved within a timely manner and recorded accurately.

5. Responsibilities

Handling of Transition from Superseded Training Products

- 5.1 The General Manager of Regulatory Compliance is responsible for the overall supervision and handling of transitions from superseded training products.

Compliance, monitoring and review

- 5.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must maintain all records in Training Desk relevant to administering this policy securely.
- 5.5 The National Register must be a true and current record of scope of registration at all times.

6. Definitions

Terms and definitions

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

RTO provider code – means the registration identifier given to the RTO on the National Register

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.

Teach-out– is a term used in earlier ASQA General Directions to describe the 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. (While this term has been used by ASQA in the past, it is not a feature of the Standards for RTOs 2015.)

Transition period - means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner’s training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

National Register – www.training.gov.au

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December of each year
Version	Effective Date	Author(s)	Description
Draft		David Kleinschmidt / Ferne Robinson	Initial draft for review by Management Team
V1.0	20.10.22	Ferne Robinson	V1.0

10. Appendices