



Course Transition Policy and Procedure

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1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) course transition policy and procedure. It sets out the process to be followed when a course becomes no longer current as listed on the National Register (training.gov.au).

2. SCOPE

- 2.1 This document applies to all staff in the College.

3. POLICY

- 3.1 The College will ensure that where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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.
- 3.2 Where an AQF qualification is no longer current and has not been superseded, the College will ensure all affected learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.
- 3.3 Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, the College will ensure all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year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.
- 3.4 The College will ensure that a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.
- 3.5 Policy item 3.1 (above) does not apply where a training package requires the delivery of a superseded unit of competency.
- 3.6 The College must only issue testamurs or statements of attainment within allowable timeframes.

4. DEFINITIONS

- 4.1 *National Register*: is training.gov.au.
- 4.2 *Teach-out*: is a term used to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification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.
- 4.3 *Transition period*: means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation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.

5. PROCEDURE

Identification of Superseded, Removed or Deleted Training Products

- 5.1 The CEO and Head of Product are responsible for:
 - 5.1.1 Identifying any superseded, removed or deleted training products on the College's scope of registration; and

- 5.1.2 Ensuring the latest versions of each training product is being used within the College.
- 5.2 The identification of superseded, removed or deleted training products is achieved by regular ongoing monitoring of the National Register by the CEO and Head of Product.
- 5.3 The CEO and Head of Product register their details with the National Register to receive notifications on changes to any training products on the College's cope of registration.

Superseded Training Products

- 5.4 Where a training product has been identified as superseded, the following steps are to be followed.
- 5.5 The CEO and Head of Product must identify the date the training product(s) became superseded using the National Register, and set a College deadline of 12 months from this date to have taken appropriate transition action for affected College learners.
- 5.6 The CEO and Head of Product must identify if the training product(s) is superseded by a training product(s) that is 'equivalent' as listed on the National Register.

Training Products Superseded by Equivalent Training Products

- 5.7 If the replacement training product(s) is listed as equivalent on the National Register, no application to ASQA to amend the College's scope of registration is required, as ASQA will update the College's scope of registration with the replacement training products(s) (assuming the College has no unresolved compliance issues that prevent the scope update).
- 5.8 If the replacement training product(s) is not listed as equivalent on the National Register, the College must submit an application to ASQA to amend its scope of registration to include the replacement training product(s). The CEO is the only person able to submit a change of scope of registration application to ASQA.
- 5.9 The CEO will download replacement training product(s) from the National Register and will use this information to design a replacement training and assessment strategy.
- 5.10 Once the replacement training and assessment strategy is completed, the CEO will obtain learning and assessment materials for the replacement training product(s).
- 5.11 The Head of Product will ensure any relevant facilities and equipment requirements of the replacement training product(s) are been addressed.
- 5.12 The Head of Product will ensure trainer qualifications and experience are mapped to the replacement training product(s).
- 5.13 The Head of Product will ensure trainers and assessors and other relevant stakeholders are aware of the course changes.
- 5.14 The College will develop and revise other relevant documents and materials, including the learner handbook, and pre-enrolment and marketing information.

Deleted or Removed Training Products

- 5.15 If the replacement training product(s) is either deleted or removed, the College must complete all training and assessment activities within two years.
- 5.16 As no individual course offered by the College exceeds this time frame, the College does not foresee any instances where learners affected by the removal or deletion of a training product need to be transitioned at this time.

Learners Completing Studies Within Transition Period

- 5.17 The Head of Product will identify any learners that are scheduled to complete their current course within the 12-month transition period. No further action is required for these learners; however, they must be monitored over the remaining transition period to ensure this situation does not change.
- 5.18 The College must only issue testamurs or statements of attainment within the allowable timeframes.

Learners Unable to Complete Studies Within Transition Period

- 5.19 The Head of Product will identify any learners that are not scheduled to complete their current course within the 12-month transition period. Working with each learner, the College will develop transition plans. The plan for affected learners will include them:
- 5.19.1 being issued a statement of attainment for the units of competency completed in the superseded training product;
 - 5.19.2 being enrolled in the replacement training product with credit transfer being granted for completed common units across both training products, leaving only outstanding units of competency to complete.

6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R			X						
A	X								
S				X	X				
C									X
I		X				X	X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
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30/09/2017	1.1	Minor content edits	Dan Wortley
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