

Name:	Transition of Training Packages and Accredited Courses
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	14.10.2019
Approved by:	Chief Executive Officer
Date Approved:	14.10.2019
Implementation Owner	Group Accreditation & Compliance Manager
Maintenance Owner	Group Accreditation & Compliance Manager
Review Date	14.10.2020

Section 1 – Introduction..... 2

 1) Purpose 2

 2) Scope..... 2

Section 2 – Policy 3

 1) Principles..... 3

 2) Policy..... 3

Section 3 – Procedure 4

 1) Procedure..... 4

 2) Publication 4

Section 4 – Reference and Supporting Information 5

 1) Definitions 5

 2) Supporting documentation..... 6

Section 5 – Change History 7

 1) Change History..... 7

Section 1 – Introduction

1) Purpose

To inform staff of RedHill Educations policies and processes relating to transitioning of training packages and accredited courses.

2) Scope

This transition of training packages and accredited courses Policy and Procedure applies to all staff and trainers/teachers involved either directly or indirectly with administering student services and training across the below institutions

- i) Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider: PRV12005
- ii) Greenwich Management College RTO: 91153 CRICOS: 02672K
- iii) Greenwich English College Pty Ltd CRICOS: 02672K
- iv) International School of Colour and Design RTO: 91439

Section 2 – Policy

1) Principles

RedHill Education is committed to providing a seamless transition for students from superseded training package qualifications or accredited courses to a new or revised training package qualification or accredited course.

Where a Training Package is revised the affected qualifications and units should be implemented within six months, but no later than twelve months from the date those qualifications or units are published on Training.gov.au (TGA).

2) Policy

- i) Transition dates that are published in Purchasing Guides and provided by the National VET Regulator must be followed.
- ii) The transition period for superseded/expired qualifications should not exceed 12 months from the new training package approval date.
- iii) Where possible, students should have the opportunity to transfer to the most recent qualification. When making the decision to transfer to the new qualification the following should be considered: proportion of the qualification that has been completed, the degree of alignment with the new qualification, and potential advantage or disadvantage to student.
- iv) A student must be allowed to complete the course in which they originally enrolled or be transferred to the replacement course with minimum disadvantage to the student
- v) No New Student can be enrolled in an accredited course after its accreditation expiry date or be enrolled in a Training Package qualification from 12 months after the Training Package superseded date has passed.
- vi) Currently Enrolled Students and, where appropriate, Previously Enrolled Students are entitled to complete the qualification in which they were enrolled, however students who have completed 50% or less of their qualification should be encouraged to transfer into the new/revised qualification.
- vii) No student should be disadvantaged by being transferred to a new qualification.
- viii) The CEO will ensure that transition arrangements are documented for each course and group, and provide details to relevant stakeholders in a timely manner, especially Students and the Student Services Consultant.
- ix) A Previously Enrolled Student wishing to re-enrol in a superseded/expired qualification during the transition period can only enrol in units approved by the CEO for delivery during the transition period. Special arrangements should not be made if RedHill Education Institute has ceased to deliver particular units.
- x) Only Currently Enrolled Students and Previously Enrolled Students who are able to fully complete the superseded/expired qualification during the transition period should be enrolled in the superseded/expired qualification during this period.

Section 3 – Procedure

1) Procedure

The CEO is responsible for systematically monitoring the status of each of the national training packages and accredited courses applicable to the proposed scope of registration. The tracking of training package/course currency should also form part of each internal audit.

The following steps outline the Transition Arrangements process:

- i) Identify if course needs to be added to Scope of Registration
- ii) Prepare a qualification/competency mapping table to show relationship from old to new qualification, and develop relevant Skills Recognition template if required
- iii) Prepare appropriate Training and Assessment Strategies (TAS)
- iv) Prepare or update relevant marketing materials to accurately reflect the new/revised course
- v) Prepare relevant applications for addition to Scope as required
- vi) Develop and implement a Transition Plan as per this Policy and Procedure to advise stakeholders (eg Student Services, Course Advisor, Trainers and Assessors) and to identify affected students
- vii) Set appropriate cut-off and commencement dates for old and new qualifications
- viii) Establish “teach-out” requirements and quota
- ix) Prepare suitable notifications for students, staff, contract trainers and assessors, and other stakeholders
- x) Undertake relevant training with staff and trainers
- xi) Check Registration Status and if course/qualifications are successfully added to registration, then continue as follows
- xii) Introduce and commence enrolments in new course/qualification
- xiii) Complete “teach out” of old course/qualification
- xiv) Close off and cancel registration (if required) of old course/qualification

2) Publication

This procedure is published on the web sites to ensure students have up-to-date and accurate information publicly available to them.

Section 4 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Transition Arrangements	<p>provide details for managing the phasing out of a superseded or expired training package qualification or accredited course. These are to be documented in a Transition Plan and should include:</p> <ul style="list-style-type: none"> • timelines and person responsible for lodging application for registration to deliver new qualifications or units • a qualification/competency transition mapping table showing the relationship between the old qualification/competencies and the new qualification/competencies (or courses). • arrangements and timelines for the transfer of students to the new training package or course, • arrangements for students to complete the superseded or expired qualification or course, if appropriate • the date after which no new enrolments are to be taken in the superseded or expired training package qualification or accredited course • the period of time that the superseded qualification or expired course may continue to be delivered • considerations for the best interests of students and the existing delivery modes for the qualification or course • notifications to be provided to all currently enrolled students of proposed transition arrangements as early as possible, explaining the effects of the transition arrangements • advice, guidance and transition plans to be provided for individual students • Credit Transfer and Skills Recognition arrangements for transition
Endorsed Date	is the date the Training Package is endorsed by the National Quality Council. The Endorsement Date is added to the Training Package on TGA by DEEWR prior to publication on TGA.
Superseded Date	is the date the Training Package is published on TGA or an alternative date as specified by the National VET Regulator
Transition Date	is the final transition date and is the date prescribed in the Purchasing/Implementation Guide or by the National VET Regulator.
Transition Period	is the transition from superseded training package qualifications to new training packages qualifications and must be completed within 12 months of the date the revised package or qualification is released on the Training.gov.au (TGA) website or the date approved by the National VET Regulator.. The transition

	period should not be longer than the normal duration of the qualification or course in existing delivery modes.
Currently Enrolled Student	is a student who is enrolled in a particular training package qualification or accredited course at RedHill Education in the enrolment period immediately prior to the date from which the training package or course is superseded or expires.
Previously Enrolled Student	is a student who has been enrolled in the past at RedHill Education or at another RTO, in the qualification or course which is being superseded or is expiring but who has a gap in their enrolment history, including in the enrolment period immediately prior to the date from which the training package or course is superseded or expires.
NEW Enrollee	is a person who wishes to enrol in a particular training package qualification or accredited course for the first time and has never previously been enrolled in this qualification or course at RedHill Education or at any other RTO. They may have been enrolled in other qualifications or courses.

2) Supporting documentation

Document name	Document type	Location
ASQA Standards 2015 Clause 1.26 & 1.27	Regulatory	External
ASQA General Direction Learner Transition	Regulatory	External

Section 5 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	17 August 2015	Group Accreditation & Compliance	Compliance Manager	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	13 October 2019	Group Accreditation & Compliance	Group Manager	Update to new template
		Technology & Design Division	General Manager	