

# TA4: Training Product Transition & Expiry Policy & Procedure

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## Purpose

The purpose of this policy and procedure is to outline ICAN Learn's approach to managing its Scope of Registration to ensure that it delivers only current qualifications and units from a Training Package and only currently accredited VET Accredited Courses.

It outlines the approach taken to ensure that students are transitioned to new Training Products as required by Standard 1, Clause 1.26 and 1.27.

## Definitions

**National Register** means that listed at [www.training.gov.au](http://www.training.gov.au)

**RTO** means Registered Training Organisation

**SRTOs** means the Standards for RTOs 2015 – refer definition of 'Standards'

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

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

## Policy

1. ICAN Learn ensures that wherever possible students graduate with the qualification that most closely represents the current skill needs of industry.
2. Where a Training Product on ICAN Learn's scope of registration is superseded, the RTO will ensure that all students enrolled in the superseded Training Product will, within one year of the replacement being published, either:
  - Be transferred to a current Training Product, as long as the replacement is on the RTO's scope of registration.
  - Have all training and assessment completed and the certification document issued for the superseded Training Product.
3. Clause 2 does not apply where a Training Package requires the delivery of a superseded unit of competency. This means that if a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered – it cannot be replaced by a unit even if seen as equivalent.
4. Where an AQF qualification is no longer current and is not superseded by a new one (i.e. it is deleted or expired), training and assessment will be completed for students enrolled in the program within a period of two years from the date the qualification was removed or deleted.

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5. Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for students enrolled will be completed within a period of one year from the date it was removed or deleted.

### Procedures

#### 1. Keeping abreast of changes to Training Products

Refer SRTOs: Clause 1.26

| Procedure   | Responsibility   |
|---|--|
| <p><b>A. Scope register and subscribing to updates</b></p> <ul style="list-style-type: none"> <li>A scope register is maintained which lists each Training Product on the RTO's scope of registration, the date on which each product is due to be reviewed, or the date of expiry.</li> <li>The RTO subscribes to updates from the National Register as well as relevant industry skills councils so that the RTO is aware of impending changes to Training Products.</li> </ul> | <p><b>Executive Officer / RTO Operations Manager</b></p> |

#### 2. Superseded Training Products

Refer SRTOs: Clause 1.26

| Procedure  | Responsibility   |
|--|--|
| <p><b>A. Ensure students' needs are considered</b></p> <ul style="list-style-type: none"> <li>Once a Training Product has been superseded, the RTO must ensure training and assessment is completed for all students within one year from the date of it being superseded. Students should not be enrolled in a qualification, unit or course that they will not be able to finish within the year.</li> <li>Ensure currently enrolled students can complete within this timeframe. If not, refer to transition at point C below.</li> <li>Ensure this information is communicated appropriately to staff and students.</li> </ul> | <p><b>Executive Officer / RTO Operations Manager</b></p> |
| <p><b>B. Make arrangements to update scope of registration (as required)</b></p> <ul style="list-style-type: none"> <li>Where a Training Product on the RTO's scope of registration is superseded by an equivalent qualification, the scope will be automatically updated to include the new equivalent Training Product unless the RTO has opted out of this process. If the RTO has opted out, make arrangements to have the new product added to scope. This will include developing the course materials, TAS etc as outlined in the <i>Training &amp; Assessment Policy and Procedure</i>.</li> </ul>                         | <p><b>Executive Officer / RTO Operations Manager</b></p> |
| <p><b>C. Manage student teach-out or transition</b></p> <ul style="list-style-type: none"> <li>Develop a plan for each student enrolled in the superseded qualification or unit.</li> <li>Inform students of the timeframe in which they must complete (one year) or advise them of the transition arrangements.</li> <li>Transition arrangements must minimise the impact on the student as much as</li> </ul>  | <p><b>Executive Officer / RTO Operations Manager</b></p> |

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| Procedure  | Responsibility |
|--|----------------|
| possible. This means identifying credit transfers that may be applicable, RPL, or moving the student into the new qualification as soon as possible so as to minimise the work involved in the transition. |                |

### 3. Deleted or removed Training Products

Refer SRTOs: Standard 1, Clause 1.26

| Procedure  | Responsibility   |
|--|--|
| <p><b>A. Deleted Training Products</b></p> <ul style="list-style-type: none"> <li>Once a Training Product has been removed or deleted, the RTO must ensure training and assessment for enrolled students is completed, and certification documentation issued, within two years of the date the Training Product was deleted.</li> <li>Students must not be enrolled in a qualification, unit or course once it has been deleted/ removed. Ensure this is communicated to staff who may be involved in marketing, promoting or enrolling students.</li> <li>Remove these qualifications/ courses from marketing materials – website, student handbook etc.</li> <li>The scope of registration will be updated two years from the date of deletion and from then, students must not be trained or allowed to enrol after this date. A qualification may not be issued after this date.</li> </ul> | <p><b>Executive Officer / RTO Operations Manager</b></p> |

### Document Control

|                                 |   |
|---------------------------------|---|
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