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## Training Package Transition Policy

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### Purpose

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The purpose of this policy and procedure is to outline Greenwich English College Pty Ltd'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.

### Scope

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This policy is applicable to Training Package amendments, version changes as well as newly endorsed training packages and has been established to cover all staff involved in the training, assessment and review of accredited courses and involved in the development of policies and procedures to meet the legislative requirements for compliance.

### Policy

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Greenwich English College Pty Ltd ensures that wherever possible students graduate with the qualification that most closely represents the current skill needs of industry.

Where a Training Product on Greenwich English College Pty Ltd's scope of registration is superseded, the RTO will ensure that all students enrolled in the superseded Training Product will, within one year of the replacement being published, either: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Have all training and assessment completed and the certification document issued for the superseded Training Product.

Clause 2 does not apply where a Training Package requires the delivery of a superseded unit of competency. This means that if a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered – it cannot be replaced by a unit even if seen as equivalent.

Where an AQF qualification is no longer current and is not superseded by a new one (i.e. it is deleted or expired), training and assessment will be completed for students enrolled in the program within a period of two years from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.

Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for students enrolled will be completed within a period of one year from the date it was removed or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

Greenwich English College Pty Ltd updates all relevant templates for qualification and statements of attainment and marketing materials.

Greenwich English College Pty Ltd ensures that students are not enrolled in qualifications that adversely affect their opportunities for employment and/or future study pathways. Where a Training Package has been revised and new qualifications developed, student enrolments within the new qualification should commence as soon as possible and no later than 12 months after publication of the revised Training Package. Greenwich English College Pty Ltd and all individual trainers ensure, when enrolling students that they abide by transition requirements within the accredited course documentation.

Greenwich English College Pty Ltd has implemented a strategy for transitioning applicants to the new qualification/course or 'teach out' students in the superseded qualification/course, within the timeframe designated by the registering authority.

Greenwich English College Pty Ltd's management system, including management of enrolment and student records management, relevant policies and procedures, are reviewed to take into account the changes relating to course transition.

## References

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Records Management - Policy No. 20

Version Control - Policy No. 22

Document and Data Control Master List – Form No. 43.1

ASQA Standards for Registered Training Organisations 2015

National Vocational Education and Training Regulator Act 2011

Training.gov.au (TGA) website

**Authorising Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date.