

Transition Procedure



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Authority	Chief Executive Officer or Nominee
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Related policies	<ul style="list-style-type: none"> ▪ Additional Support Policy ▪ Training and Assessment Policy ▪ Industry Engagement Policy ▪ Continuous Improvement Policy
Related procedures	<ul style="list-style-type: none"> ▪ Additional Support Procedure ▪ Training and Assessment Procedure ▪ Industry Engagement Procedure ▪ Continuous Improvement Procedure
Forms and supporting documents	<ul style="list-style-type: none"> ▪ Training and Assessment Strategy ▪ Training Plan ▪ Certificate (Testamur) Template ▪ Record of Results (ROR) Template ▪ Statement of Attainment (SOA) Template ▪ Course Resource Checklist ▪ List of delivery resources ▪ Industry Engagement Form ▪ Industry Engagement Register ▪ Validation Mapping Tool ▪ Continuous Improvement Form ▪ Continuous Improvement Register ▪ Trainer Profile ▪ Equivalence Mapping ▪ Marketing Materials

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PURPOSE

1. The purpose of this Procedure is to outline the steps required to process for Australian Polytechnic Institute. This serves as the guide and reference document for the transition of superseded courses under the scope of registration.
2. Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with Standards for Registered Training Organisations (SRTOs 2015). This procedure provides the framework and general principles for Australian Polytechnic Institute’s transitioning of superseded training packages and expired accredited courses to ensure it only delivers currently endorsed Training Packages of current VET accredited courses.

SCOPE

This Procedure applies to all Australian Polytechnic Institute transition of superseded courses under the scope of registration. Changes to this Procedure must only be made upon approval of the Training Manager.

PROCEDURES

1. Monitoring Training Product Currency

Person Responsible	Step	Resources / References
Training Manager	Monitor the currency of the training products under the scope of registration.	Course Resource Checklist List of delivery resources
Training Manager	Upon confirmation that a training product is superseded, determine if the RTO scope will be automatically upgraded or whether a change of scope is required to be lodged with ASQA	Course Resource Checklist List of delivery resources
Training Manager	Review the new training product to determine the level of change required.	Course Resource Checklist List of delivery resources
Training Manager	If a change of scope application is required, determine an effective timeframe for implementing the change	Training and Assessment Strategy Training Plan

2. Planning and Creation of the Transition Plan

Person Responsible	Step	Resources / References
Training Manager / CEO	Organise a meeting with all relevant stakeholders to discuss: <ul style="list-style-type: none"> • scope and depth of change; • transition plan and timeframes; and • departmental responsibilities. 	
Training Manager / CEO	Develop the transition plan outlining actions to be taken to ensure all products and services will be available on time including but not limited to: <ul style="list-style-type: none"> • creation / development / updating of new TASS; • creation / development / upgrade of relevant learning resources to facilitate transition; • creation / development / updating of marketing materials; 	Training and Assessment Strategy Training Plan Course Resource Checklist List of delivery resources Industry Engagement Form Industry Engagement Register Validation Mapping Tool Trainer Profile Equivalence Mapping



	<ul style="list-style-type: none"> • creation / updating trainer profiles; • creation / updating of courses in SMS and LMS; • mapping and confirming transition with students; • lodging change of scope with VET regulator. 	Marketing Materials
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3. Implementation of the Transition Plan

Person Responsible	Step	Resources / References
Training Team	<p>Commence Creation/ Development/ Updating of new TASs and learning resources.</p> <p>Update trainer mapping or create new mapping for non-equivalent courses.</p> <p>Lodge change of scope (if applicable).</p>	<p>Training and Assessment Strategy</p> <p>Training Plan</p> <p>Equivalence Mapping</p>
Administrative Staff	<p>Commence mapping of all students who are currently enrolled in the superseded training product.</p> <p>Contact each student as soon as practicable to advise on:</p> <ul style="list-style-type: none"> • the superseded course; • available options for them to take; <ul style="list-style-type: none"> ○ complete the existing program within 12 months; or ○ transfer to the new training product; • explain implications for each of the options; • provide timeframes; <p>Create/ Update qualifications in SMS, LMS</p>	
Training Team	Once the TASs have been finalised create / update marketing materials.	Marketing Materials
Administrative Staff	<p>Monitor and manage the implementation of the transition plan.</p> <p>Once the change of scope has been granted, advise the Training Team and Admin Team that students can be transferred to the new training product.</p>	<p>Training and Assessment Strategy</p> <p>Training Plan</p>

4. Implementation of the Transition Plan

Person Responsible	Step	Resources / References
Admin Staff	<p>Implement transitioning of students.</p> <p>Update student record for students who wish to complete the existing course within 12 months.</p>	<p>Training and Assessment Strategy</p> <p>Training Plan</p> <p>Certificate (Testamur) Template</p>

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	<p>Issue relevant AQF Certification in accordance for students who've completed within the 12-month period.</p> <p>Issue the Statement of Attainment (SOA) for students who will not finish the full course within the 12-month period.</p> <p>Process equivalence and credit transfer for all relevant units for students who are transitioning to the new course.</p> <p>Send confirmation of new qualification to the students.</p>	<p>Record of Results (ROR) Template</p> <p>Statement of Attainment (SOA) Template</p>
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REVISION HISTORY

Date / Version no.	Revision details	Person Responsible	Status	Comments
1.1	First version provided by the registration consultant was reviewed. Minor changes were made	Dr Ehsan Ahmed	Reviewed	
1.2	Version 1.1 was reviewed and minor changes were made	Dr Ehsan Ahmed	Reviewed and uploaded to the AUPI website	Next review due 30 December 2023