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## Training Package Transition Procedure

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### Procedure

Greenwich English College Pty Ltd's General Manager is on the distribution list to receive Notification email alerts from [www.training.gov.au](http://www.training.gov.au) with regards to changes to Training Packages within our Scope.

The monitoring of Training Package status and responding to changes in training packages is an agenda item at the Monthly Management Meetings to ensure transition to the revised or new training package is managed in a systematic way that integrates changes into all other areas of Greenwich English College Pty Ltd's operations. It is critically important that high attention to detail is applied by staff leading this work.

Revised or new qualifications / units of competence are to be included on the Greenwich English College Pty Ltd scope of registration as soon as possible with the General Manager being responsible for applying for the addition to scope through ASQA.

Enrolments in new qualifications or units of competence are to commence as soon as possible to allow students to access the most current qualification and to minimise the period that students enrolled in superseded qualifications are being managed.

Students who are enrolled in qualifications which are superseded part way through a training program (who have completed 50% or less) are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on the Greenwich English College Pty Ltd scope of registration.

Students are not to be disadvantaged in anyway and students choosing to remain enrolled in superseded qualifications are to be supported in their decision.

***The following steps are to be applied:***

The General Manager is to monitor the status of Training Packages and to remain aware of changes in a revised training package and how these might affect Greenwich English College Pty Ltd's scope of registration. Two primary information sources for monitoring the status of training packages include:

- a) Training Packages @ Work - [www.tpatwork.com](http://www.tpatwork.com)
- b) TGA - [www.training.gov.au](http://www.training.gov.au)

Once changes are confirmed, Greenwich English College Pty Ltd is to determine an action plan to respond to the changes. The General Manager will lead the work to analyse the amendments that have occurred in the revised training packages and develop an action

plan to address all necessary changes. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process.

**The common changes will include:**

- Revised unit of competence and the qualification codes and titles;
- Revised packaging rules for qualifications, changing the requirements in relation to the allocation of core or elective units;
- Revised units of competence, may include the combining of two units of competence into one or minor changes where the unit of competence has remained equivalent;
- Revised pre-requisites, co-requisites or entry requirements, and
- Revised assessment guidelines which may relate to identifying new requirements relating to trainers and assessors.

Whilst not an exhaustive list, the common changes identified in the list above are certainly the most commonly seen in the transition of training packages. Greenwich English College Pty Ltd's staff are to be alerted to these changes and pay close attention to the detail to ensure our training and assessment remains current and it satisfies Training Package requirements.

**Keep applicants informed.**

Greenwich English College Pty Ltd will take every step to inform existing applicants of the changes to the applicable qualification/s. Before engaging with applicants, Greenwich English College Pty Ltd will ensure that the options available to applicants have been fully considered. Greenwich English College Pty Ltd will ensure all applicants fully understand their options and feel supported in any decision they may make. Applicants are not to be disadvantaged because of the transition to a new Training Package.

## References

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Records Management - Policy No. 20

Version Control - Policy No. 22

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.