



Australian Computer Society

Policies and Procedures:

Manage transition from superseded training products

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015: 1.26 - 1.27 Manage transition from suspended training products

Purpose and Scope

This policy applies to all qualifications on the scope of registration for ACS and applies to all ACS Partners ("Partners" Third Party Arrangements/Agents) and staff.

This policy and procedure is to assist ACS Partners and staff to ensure that the transition of and teach out of superseded qualifications is effectively managed with accuracy, reliability, validity and in a timely manner.

Under Standards 1.26 - 1.27 Manage transition from suspended training products, ACS is required to ensure that:

- a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register;*
- b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register;*
- c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and*
- d) a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.*

and

that the requirements specified in Clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency".

Responsibility

- The **Director of Education** is responsible for this policy.
- The **Education Program Manager** is responsible for the implementation of this policy and is responsible for the day to day management of this policy.



Policy

1. Where a qualification on the Scope of Registration is superseded ACS will ensure students are transitioned to new training packages, or if all assessments are successfully completed, the AQF qualification is issued within one year from the date the replacement package was released on the National Register; training.gov.au.
2. Where an AQF qualification is no longer current and has not been superseded, students, when assessments are successfully completed, will be awarded the relevant AQF qualification within two years from the date the AQF qualification was removed or deleted from the National Register, training.gov.au.
3. In the event a skill set, individual unit of competency, accredited short course or module is on the Scope of Registration of ACS and is no longer current and has not been superseded, ACS will ensure students, when assessments are successfully completed, that the relevant AQF documentation is awarded.
 - i. The award will be issued within one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
4. Where a qualification or other training product has been removed or deleted from the National Register and/or the Scope of Registration, ACS will not enrol students, or commence training in the deleted and/or superseded training product from the date the National Register, training.gov.au, is updated.
5. The Education Program Manager and/or the Education Compliance Manager will subscribe to email updates from the National Register, training.gov.au and Australian Industry Skills Committee (AISC) (Skills for Australia or its' successor), and will systematically review any new training product when it becomes available on the National Register, and advise the Project Manager.
6. Changes will be investigated and presented at staff / management meetings before the release on the National Register. Any equivalency or non-equivalency to training products is which affect the scope of registration will confirmed and implemented within 12 months of release on the National Register.
7. Students will be advised on an individual basis when there has been new release of a training product which affects them within one (1) month of the release date on the National Register.
8. If it is identified a student will be genuinely disadvantaged by transferring to a superseded qualification or unit of competency, the matter will be referred to the VET regulator ASQA (*or its successor*) for exemption to allow the learner to remain in the relevant AQF qualification or unit of competency.

Australian Computer Society Inc

E education@acs.org.au | W www.acs.org.au

CRICOS Provider Code 03405K

RTO ID: 40184

9. Where the RTO must apply to the VET regulator for a change of scope due to a change in code and title descriptor of a training product, the application will be submitted within three (3) months of the release on the National Register, this is completed by the Project Manager.
10. Marketing material will be reviewed and updated in accordance with the Marketing Policy – Marketing Information and Practices and within one (1) month of the scope of registration being updated.
11. Industry consultation will be undertaken ensuring the newly developed Training and Assessment Strategy (TAS) and learning and assessment materials, relating to the qualification and/or training product meet the needs of the industry.
12. Validation activities will be undertaken in accordance with the Assessment Policy when transition arrangements, including updated assessment tools and training and assessment strategies have been updated and or developed.
13. The actions to be undertaken will be updated on the Continuous Improvement Register
14. Records of the transition process will be retained for purposes of audit in accordance with retention of records requirements outlined in the Assessment Policy
15. A sample of student files affected by transition arrangements will be retained for audit purposes and in accordance with retention of records requirements outlined in the Assessment Policy.

Procedure:

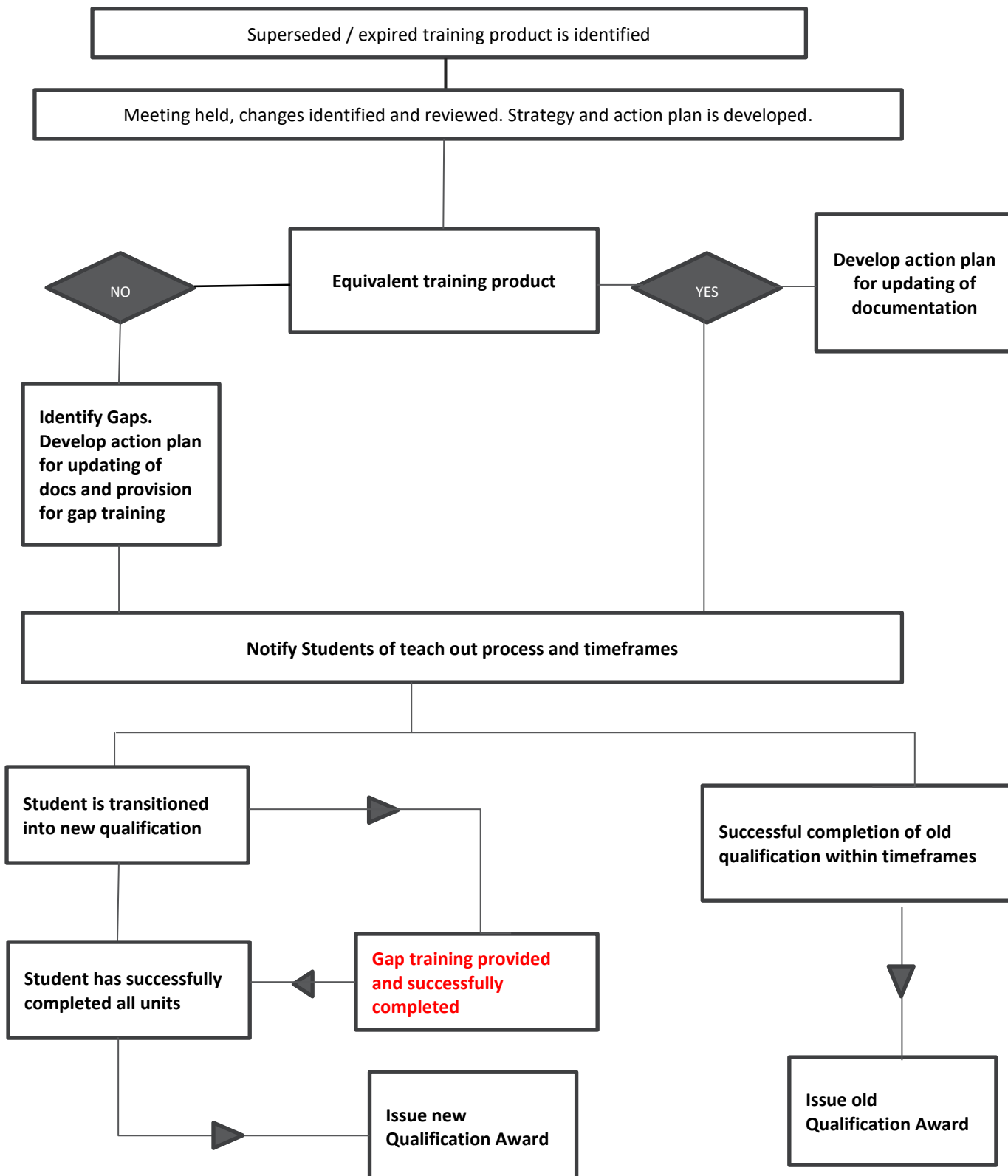
1. A meeting of all relevant stakeholders of ACS will be held to discuss the changes made and formulate an action plan on the implementation of the new requirements before the formal release on the National Register.
2. The strategy will be documented and formalised into an Action Plan
3. The Action Plan and the implementation process will be reviewed at each management meeting until the new changes have been implemented successfully.
4. **Equivalency**
 - a. When equivalency of training products is identified, the Project Manager will ensure all related training products are updated, and version controlled ready for implementation within three (3) months of the release date on the National Register and when the Scope of registration has been updated listing the new qualification or training product.
5. **Non equivalency**
 - a. Gaps in Training Package outcomes or other training product are identified and a strategy formulated by the assessors to address the gap/s.
 - b. Documentation to close the identified gaps will be developed by the Project Manager or externally sourced.

- c. Training and delivery will be adjusted according to the strategy and assessment undertaken to ensure students receive training in the newly released component.
 - d. Students who are affected by changes in outcomes they are currently studying will be offered gap training at no extra cost.
6. Validation of new assessment tools, training and assessment strategies, learning material and/or any other material relating to the qualification occurs and is documented.
7. **Exemptions**
 - a) Records will be kept which relate to any exemption approved by the VET regulator in order to demonstrate how the learner would have experienced genuine disadvantage if made to transition earlier.
8. **Students**
 - a) Students will be advised on an individual basis when there has been new release of a training product and they will be transferred to the newly released component as soon as it is on the scope of registration if the learner is unable to complete within transition period.
 - b) A current student will be advised, a timeline agreed upon and formalised to ensure the course is completed before the transition period expires where the learner does not undertake the gap training.
9. Students will be advised by the provider staff of the changes to their qualification, or training product by communicating via telephone, email, sms and /or official letter within one (1) month of the release on the National Register.

Related Documents

- Related training product from National Register; training.gov.au
- Training and Assessment Strategy
- Student hand book
- Trainer guide
- Assessment tools
- Learner resources
- Assessment/ marking guide
- Marketing Policy
- Assessment Policy
- Marketing material

Business Process





End of Document

Manage transition from superseded training products

Authors

Derinda Smith		
---------------	--	--

Version History

Date	Version	Revision History	Author /Reviser
July 2015	1	Creation of first draft document to comply with Standards for RTOs 2015, edited by Education team	Tania Giovanoglou
August 2015	1.2-1.3	Some changes to terminology and formatting for consistency/final edit	DS
December 2017	1.4	Updates relating to standard title. Point #5 under policy indicates members across the team subscribe to email updates. Point #5 updated to reflect current AISC. Document updated to reflect current Project Manager and Program Manager role related to this policy. Custodian updated to reflect current Dir of Edu.	Glanyce Attard

Approvals

This document requires the following approvals.

Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
PEG Board	Professional Education Governance Board	Awaiting approval	1
Simon Taylor	Director, Education		1.3
Allyn Radford	Director, Education	December 2017	1.4

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Custodian title & e-mail address:	Allyn Radford, Director of Education Allyn.radford@acs.org.au
Responsible Business Group:	Education
Distribution: Highlight which is applicable and provide names where applicable	General (no restriction on distribution) Restricted (distribution limited to certain (Business Systems) groups or (named) individuals.
Content Security: Highlight which is applicable	Unclassified Confidential X-in-Confidence (e.g. Commercial-in Confidence)