

MCOHB Student Transition Policy and Procedure

1.0 Purpose

- 1.1 This policy and procedure provides guidance on the transition process from superseded or deleted Training Package qualifications and/or units of competency to their successor/s.
- 1.2 In accordance with ASQA's General Direction (1 April 2015) on Learner Transition which came into effect detailing arrangements concerning:
 - a. the commencement of a new learner in a training product which is no longer current (i.e. the training product has been superseded, removed or deleted from the National Register); and
 - b. the timeframe in which an RTO must complete the training, assessment and AQF certification documentation issuance for learners enrolled in a training product which is or becomes no longer current.

2.0 Scope

- 2.1 This policy and procedure document applies to all nationally endorsed training package qualifications, units of competency and skills sets on MCOHB's scope of registration.
- 2.2 Ensuring that MCOHB meets the regulatory requirements of Clauses 1.26 to 1.27 Manage transition from superseded training products, MCOHB will:
 - a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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 - b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF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 - c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill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.

2.3 Clause 1.27 of the Standards for RTOs 2015. The requirements specified in Clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.

3.0 Responsibility

3.1 RTO owner/s and or Directors being the Senior Management of the RTO are ultimately responsible for the management of superseded or deleted Training Package qualifications and/or units of competency to their successor/s.

3.2 The Chief Executive Officer is responsible for the implementation and operational management superseded or deleted Training Package qualifications and/or units of competency to their successor/s, and can delegate the daily management of managing the RTO's scope of Training Package qualifications and units of competency along with their skill sets to:

- Director of Studies and
- Compliance Manager

4.0 Audience

4.1 This Policy and procedures audience are:

- RTO Stakeholders,
- Students,
- Staff/Employees and
- Regulators

5.0 Relevant legislation

5.1 The following Acts and instruments are relevant to the administration and management of the RTO's continuous improvement:

- Australian Qualification Framework (AQF) and its Policies,
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS standards)*,
- *National Vocational Education and Training Regulator Act 2011*,
- *Standards for Registered Training Organisations (RTOs) 2015*, and
- ASQA General directions.

6.0 Definitions

ASQA	Australian Skills and Quality Authority, the VET regulator administered by the Commonwealth Department of Education Skills and Employment
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Course	A program leading to the granting of a statement of attainment or qualification.
CT	Credit Transfer. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer.
Learner	An individual who is receiving, responding to and processing information in order to acquire and develop competence. This incorporates the processes of preparing and presenting for assessment
Learning	The process followed by a learner. There are three types: a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of a formal qualification or award (for example, a certificate, diploma or university degree); b) Non-formal learning refers to learning that takes place through a structured program of instructions, but does not lead to the attainment of a formal qualification or award (for example, in-house professional development programs conducted by a business); and c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
NCVER	The national professional body responsible for collecting, managing, analysing and communicating VET research and statistics. NCVER is an independent, not-for-profit body owned by the Commonwealth, state and territory ministers responsible for training.
RPL	Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
RTO	Registered training organisation
Superseded date	This is the date that the new Training Package is published on training.gov.au, the national register for vocational education training products and providers.

Teach out	teach-out is a term used in earlier ASQA General Directions to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification documentation issuance must be completed (while this term has been used by ASQA in the past, it is not a feature of the Standards for RTOs 2015)
Training and assessment strategy	A framework that guides the learning requirements and the teaching, training and assessment arrangements of a VET qualification. It is the document that outlines the macro-level requirements of the learning and assessment process.
Training	Training is the process used by an RTO or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration.
Transition period	This means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.
Transitioning Students	When a training product is superseded, MCOHB will transition students into the new training product as soon as the course has been added to the scope of registration.
Training Package	This is the set of nationally endorsed units of competency, packaging rules, qualifications and assessment requirements used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.
Training Product	Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.
Units of competency	The specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
Validation	Validation is a quality review process. It involves checking that an assessment tool produces valid, reliable, sufficient, current and authentic evidence to enable reasonable decision/judgements to be made as to whether the requirements of the relevant aspects of the training package or accredited course have been met. It includes reviewing and making recommendations for future improvements to the assessment tool, process and/or outcomes.

VET	Vocational education training
VET Quality Framework (VQF)	<p>VET Quality Framework comprises:</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations • the Australian Qualifications Framework • the Fit and Proper Person Requirements • the Financial Viability Risk Assessment Requirements • the Data Provision Requirements

7.0 POLICY

- 7.1 This policy ensures that MCOHB will efficiently and effectively manage the transition from superseded training products to new or revised training products occurs in accordance with Standards for RTOs 2015. To this end, MCOHB will:
- a. Complete students' training and assessment and issue the relevant AQF certification within a period of twelve (12) months from the date the replacement training product was released on the National Register (training.gov.au).
 - b. Where it is not possible to complete students' training and assessment within that period MCOHB will make arrangements to have those students transitioned into the current training product.
 - c. Not enrol any commencing students into a training product that is superseded. It must be noted however that:
 - d. The requirements above do not apply where a training product requires the delivery of a superseded unit of competency
 - e. MCOHB reserves the right to not offer the replacement current training product
 - f. Extensions for an extended transition period will not necessarily be accepted by ASQA for a cohort of MCOHB's students.

8.0 PROCEDURE

- 8.1 MCOHB staff, administration, compliance and management will be updated with notifications from ASQA to remain up to date with any changes to any training product.
- 8.2 When a communication is received that there is a new release or new version of any training product on its scope, the following occurs:
1. Senior Management is alerted to the publication of a new version of a training product,
 2. The CEO with their delegate/s develops a project plan to manage the transition process at all levels of the business,

3. A meeting of all relevant stakeholders of MCOHB 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,
 4. The strategy will be documented and formalised into an Action Plan,
 5. The Action Plan and the implementation process will be reviewed at each management meeting until the new changes have been implemented successfully,
 6. The CEO and their delegate/s notify all staff of the change,
 7. A copy of the new training product is obtained,
 8. The Training and Assessment Strategy for the superseded qualification is amended in accordance with the changes made, and a draft provided to the Director of Studies and head trainers for their comments and feedback.
- 8.3 Where MCOHB 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 Compliance Manager.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 The actions to be undertaken will be updated on the Continuous Improvement Register.
- 8.8 Records of the transition process will be retained for purposes of audit in accordance with retention of records requirements outlined in the Assessment Policy.
- 8.9 The Compliance Manager will also provide all staff with:
- a. An updated Student Handbook,
 - b. Link to updated LMS,
 - c. Updated marketing materials, and enrolment documentation (letters of offer etc.),
 - d. Superseded training and assessment materials mapped to new training product,
 - e. Skills and experience matrices for currently engaged trainers and/or assessors are reviewed to ascertain what, if any, impact the release of a new training product has on them in regards to professional development/currency of skills and experience/vocational competencies,

- f. Suitably qualified and experienced trainers/assessors are engaged to update, rewrite training and assessment materials to align with the new training product,
 - g. Revised assessments are validated,
 - h. The suite of updated documents and online resources relating to the new training product are presented to the Director of Studies and Compliance Manager for their review, feedback and final approval.
- 8.10 In accordance with the project plan MCOHB will:
- Update Senior Management regularly on the process of updating the training product materials,
 - Keep all students currently enrolled in the superseded qualification notified about the necessity to transition and about the planned transition arrangements, explaining the process, their options and time lines,
 - Generally speaking, and as far as practical transition of students from the superseded to the current training package will be effected, unless the student opts to complete their training and assessment in the superseded training product because they only have no more than four (4) units of competency to complete and these units can be completed within the specified transition period for the old qualification or unit/s of competency to be,
 - Provide trainers and/or assessors with a professional development session on the updated training package and any changes made as a result,
 - In accordance with the project plan, Senior Management begins operationalising the project plan to transition students into the new training product, and enrol commencing students into the new training product,

9.0 Teach-Out Process

- 9.1 The Compliance manager with the head trainers will ensure the transfer of continuing students to the new qualification/accredited course, should occur as soon as practicable within the 12 month teach out period. Where a training product on its scope of registration is superseded, all learners training and assessment is completed and certification is issued or learners are transferred into a replacement within the 12 months.
- 9.2 Where a qualification is no longer current and has not been superseded all training is completed and certification issued within a two-year period.
- 9.3 For skillset programs, unit of competency or short courses, this time frame must take place within 12 months.

10.0 Equivalency

- 10.1 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.

11.0 Non equivalency

- 11.1 Gaps in Training Package outcomes or other training product are identified and a strategy formulated by the assessors to address the gap/s.
- 11.2 Documentation to close the identified gaps will be developed by the Project Manager or externally sourced.
- 11.3 Training and delivery will be adjusted according to the strategy and assessment undertaken to ensure students receive training in the newly released component.
- 11.4 Students who are affected by changes in outcomes they are currently studying will be offered gap training at no extra cost.
- 11.5 Validation of new assessment tools, training and assessment strategies, learning material and/or any other material relating to the qualification occurs and is documented.

12.0 Exemptions

- 12.1 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.

13.0 Students

- 13.1 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.
- 13.2 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.
- 13.3 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.

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14.0 Transition Procedures Checklist

Task/procedure	YES	NO	Date completed
Identify if the qualification needs to be added to Scope of Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If new qualification is to be added to scope, advise admissions that no further enrolments are to be accepted for superseded qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attain the qualification/competency mapping table from the new training package to show relationship from old to new qualification, and develop relevant recognition of current competency (RCC) template if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare appropriate Training and Assessment Strategies (TAS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult with Marketing and prepare or update relevant marketing materials to accurately reflect the new/revised course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare relevant applications for addition to Scope (when required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop and implement a Transition Log as per this Policy and Procedure to advise stakeholders (e.g. Business Development, Marketing, Admissions, and Trainers) and to identify affected students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set appropriate cut-off and commencement dates for old and new qualifications as per the transition log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish "teach-out" requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare suitable notifications for students, staff and other stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task/procedure	YES	NO	Date Completed
Undertake relevant professional development (PD) with staff and trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Registration Status and if course/qualifications are successfully added to registration continue as follows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce and commence enrolments in new course/qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete “teach out” of old course/qualification and ensure Statements of Attainment are issued for any units of competency completed in the superseded qualification within the required time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide transitioning student opportunity to apply for Credit Transfer of units that are equivalent to new qualification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue transitioning student/s Statements of Attainment for units that have been successfully Credit Transferred to new qualification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close off and cancel registration (if required) of old course/qualification. This will normally occur now automatically with TGA, but it needs to be checked regardless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ANNEX B TO
MCOHB Student Transition Policy & Procedure**

15.0 Transition Log

Superseded UOC/ Qualification	Transition Date	Superseded an/or endorsed relationship	New UOC/ Qualification Code and Title	Submit: Variation of scope (date)	Applied for new licence (If applicable)	Licence granted (If applicable)	Marketing advised (date)	Implementation Date