



## Purpose

The purpose of this procedure is to manage the transition from superseded or deleted Training Package qualifications and units of competency, and expired accredited courses. It will also describe arrangements to 'teach-out' students enrolled in superseded or deleted qualifications or expired accredited courses.

It will also ensure that a Learning and Assessment Strategy is developed for each qualification / course / unit on its Scope of Registration as per Standard 1 (Clauses 1.26-1.27) of the Standards for RTOs 2015

## Related Standard

Standard 1 – Clauses 1.26-1.27

## Responsibility

The RTO Manager is responsible for the implementation of this policy and procedure and to ensure that staff are aware of its application and implement its requirements.

## Procedure

Training Package Requirements

1. RTO Manager checks TGA (<http://www.training.gov.au>) for updates quarterly - January, April, July, October
2. RTO Manager to keep up to date with Training Package information using Training Support Network website (<http://trainingsupport.skills.vic.gov.au>) to ensure all training package releases are identified.

## Training Package Release

When there is a new release or revision of a Training Package that relates to qualifications / courses / units on Scope of registration, the following must occur:

1. Purchase the Training Package immediately from relevant organisation (Industry Skills Council (ISC) or TGA will be able to provide this information)
2. Licensing Services Division requirements have been identified and understood.
3. Establish which qualifications are required on FCC's Scope of Registration
  - 1.
4. Complete a Training and Assessment strategy for each of the new qualifications / courses / units.
5. Map current training and assessment materials to revised Training Packages.
6. Obtain new training and assessment materials for revised Training Package where gaps have been identified and map learning and assessment materials to revised Training Package.
7. Identify the required process for adding the course to your Scope of Registration

N.B: Some of the qualifications may be granted automatically to FCC's Scope of Registration while others will require an application to ASQA.

## Placing new Training package on Scope of Registration

1. RTO Manager to identify timeline for new Training Package to be placed into Scope of registration.

2. Review Purchasing Guide when released.
3. Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package.
4. Initiate process for the new Training Package to be implemented including Learning & Assessment strategies that can be implemented.

### **Transition of Superseded Training Package and Teach-out provisions**

1. Footscray City College will follow the procedures for 'Transition and teach out arrangements' as outlined in ASQA's "General Direction – Transition and Teach Out" (released 01/01/2014)
2. Footscray City College will transfer continuing students of a superseded qualification into the replacement qualification as soon as practicable.
3. Footscray City College will continue to deliver training and assessment services and issue awards to current students of the superseded qualification where students would be genuinely disadvantaged if required to transfer to the replacement qualification, for up to 6 months after the expiry of the transition period for its replacement.
4. Students who have not completed the superseded qualification during this timeframe will be transferred to the new qualification.

### **Update Internal Paperwork / Systems**

1. Update internal paperwork with new titles, codes and descriptions of qualifications / courses / units including:
  - All internal Documents
  - Client/Student Handbook(s)
  - Marketing Material (including website if applicable)
  - Student records management system
  - Learning Materials
  - Assessment tools

### **Staff Professional Development**

1. RTO Manager to ensure relevant staff attends Industry based run workshop(s) if applicable.
2. Map current staff qualifications and experience to the revised Training Package.
3. Conduct Professional Development with trainers and assessors who will be delivering the revised Training Package.
4. Validate learning and assessment materials to ensure they meet the needs of the new Training Package.
5. Ensure staffs have a planned professional development approach as identified in the staff appraisals and Professional Development policy and procedure.

### **6.0 Related documents**

ASQA's "General Direction – Transition and Teach Out" (released 01/01/2014)