

## Policy

AMA RTO will manage the transition from superseded Training Package qualifications or accredited courses to revised Training Package qualifications within 12 months of their publication on the training.gov.au website.

## Purpose

AMA RTO will ensure it delivers only currently endorsed Training Packages and no new enrolments are allowed into superseded qualifications after the 12 months transition period or as specified by the state/territory registering body.

## Scope

This procedure applies to all qualifications and units of competency on scope of registration.

## Responsibility

The CEO has the overall responsibilities for the implementation and maintenance of this policy and procedure.

Operations Manager has the responsibility to ensure this policy is maintained and conducted as required.

## Procedure

The Training Manager will identify relevant superseded Training Packages accredited courses or units of competency and will manage the transition to endorsed Training Package qualifications.

The Training Manager will:

### 1. Identify

- Identify the last date to replace the superseded qualifications on AMA RTO Scope of Registration with the revised Training Package qualifications as per the transition log.
- Inform the CEO of the timeframe for the transition to the endorsed Training Package accredited courses or units of competency.
- When necessary, prepare and submit a formal Variation of Scope in accordance with all regulatory requirements (For non-equivalent qualifications).

### 2. Planning

- Identify the relationship between superseded and endorsed Training Package Units of Competency or accredited courses as per the transition log.

### 3. Consultation

- Consult with and engage Industry comments and review through relevant Industry Consultation to ensure that industry engagement and support is evident in the development of new Training and Assessment strategy/s.

### 4. Development

- Assign the task to develop new Training and Assessment materials and appropriate resources as required.

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- Arrange to purchase the endorsed Training Package or accredited curriculum documents from the designated supplier.
- 5. Review**
    - Assess Training and Assessment materials and resources to ensure compliance with Training Package requirements.
  - 6. Authorisation**
    - Submit a final course recommendation to CEO for approval.
  - 7. Ensure**
    - The Training Manager will advise Marketing of relevant changes, anticipated date for change, and all required information to assist with brochure and marketing material updates.
  - 8. Notify**
    - The Training Manager will set commencement date for delivery of new course as per the transition Log.
    - Advise students completing a superseded course and allow them to finish the course in accordance with all regulatory requirements.
    - Advise students currently enrolled in a superseded course and due to start after the set commencement date for delivery of the new course to be offered the choice to obtain a refund on fees paid or to enrol in another course.
  - 9. Teach-Out Process**
    - The Training Manager will ensure transfer of continuing students to the new qualification/accredited course should occur as soon as practicable but no later than 12 months from the date of publication, unless doing so will genuinely disadvantage the student, in which case a further 6 months after the expiry of the transition period can be used to teach out the student.

### Supporting Documents

- Procedures Checklist (Appendix A)
- Transition Log (Appendix B)

### Document History

Revision	Date	Description of modifications
1.0	January 2016	Original

### Document Details

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### Appendix A

#### Transition Procedures Checklist

1.  Identify if course needs to be added to Scope of Registration
2.  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
3.  Prepare appropriate Training and Assessment Strategies
4.  Consult with Marketing and prepare or update relevant marketing materials to accurately reflect the new/revised course
5.  Prepare relevant applications for addition to Scope (when required)
6.  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
7.  Set appropriate cut-off and commencement dates for old and new qualifications as per the transition Log
8.  Establish “teach-out” requirements
9.  Prepare suitable notifications for students, staff and other stakeholders
10.  Undertake relevant professional development (PD) with staff and trainers
11.  Check Registration Status and if course/qualifications are successfully added to registration continue as follows
12.  Introduce and commence enrolments in new course/qualification
13.  Complete “teach out” of old course/qualification
14.  Close off and cancel registration (if required) of old course/qualification

# Transition Policy & Procedure



**Current training package/accredited course:**

**Transitioning to training package/accredited course:**

Superseded item	Transition date	Superseded and endorsed relationship (Comment on)	Package / unit developed / purchased	Submit: Variation of scope (date)	Applied for new licence (If App.)	Licence granted (If App.)	Marketing advised (date)	Implementation date