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PP38 Transition Policy and Procedure

PURPOSE
This policy and procedure sets out the process for managing the transition of students from superseded or deleted training package qualifications and expired accredited courses to new training package qualifications and accredited courses.

SCOPE
This policy and procedure applies to all students and staff of Southern Cross Education Institute.

DEFINITIONS	
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Scope of Registration	The training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to: ● both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO or ● provide assessment resulting in the issuance of AQF certification documentation by the RTO.
Transition	Where a training product has been superseded, removed or deleted from the National Register, the allowable time frame within which the student's training, assessment, and AQF certification issuance must be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.
Teach out	Describes the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification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 (only applies to students enrolled prior to 1 April 2015)
AQF Qualification	An AQF qualification type endorsed in a training package or accredited in a VET accredited course
SCEI	Southern Cross Education Institute
Superseded	A new training product replaces an existing training product or a training product is deleted with no replacement, the existing training product is referred to as superseded.
Training Product	AQF qualification, skill set, unit of competency, accredited short course and module.
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
AQF	The framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.
National Register	The register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.

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RTO Provider Number: 121952

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POLICY

1. Where a training product on SCEI's scope of registration is superseded, within 12 months from the date the replacement training product is released on the national register one of the following actions will occur:

    1.1. All training and assessment will be completed and the relevant AQF qualification credential or accredited course credential will be issued; or

    1.2. Students will be transferred into the replacement AQF qualification or accredited course.

2. SCEI will ensure that students, where possible, will graduate with the most current training product.

3. Where an AQF qualification is no longer current and has not been superseded, all students training and assessment will be completed and the relevant AQF qualification credential will be issued within two years from the AQF qualification being removed or deleted from the national register

4. Where a unit of competency or accredited course is no longer current and has not been superseded, all training and assessment will be completed and the relevant Statement of Attainment or accredited course credential will be issued within 12 months from the date the unit of competency or accredited course is removed or deleted from the national register

5. SCEI will not enrol or provide training and assessment of any student in a training product that has expired or been removed or deleted from the national register

6. SCEI will not issue a qualification credential or statement of attainment for a training product that has expired or been removed or deleted from the national register

7. A transition plan will be developed by the Training or Campus Manager to guide the transition of superseded or deleted training products in accordance with this policy.

8. SCEI will obtain accreditation from professional accreditation bodies e.g. ANMAC, where relevant, of updated AQF qualifications before implementation

9. Transition arrangements will be completed in accordance with the ASQA General Direction: Learner Transition, updated 1 April 2015

PROCEDURE

1. **Transition Arrangements for an Equivalent Superseded Training Product**

    1.1. Campus Manager to identify the AQF qualification to be transitioned on scope of registration and identify when the equivalent AQF qualification will be added to SCEI scope of registration

    1.2. Campus Manager to obtain a copy of the current Training Package purchasing guide, implementation guide and any other companion documents from the relevant Skills Services Organisations. If the AQF qualification is an accredited course, the Campus Manager, will obtain approval from the copyright owner to use the non-crown copyright curriculum documents.

    1.3. The Campus, Training and Compliance Managers will discuss the:

        1.3.1. Changes to the AQF qualification

        1.3.2. Changes required to course materials including the Training and Assessment Strategy, assessment materials, training materials, equipment, facilities and work placement agreements

        1.3.3. Develop a transition plan

        1.3.4. Identify the date students will commence into the new AQF qualification

        1.3.5. Identify the last date students can be enrolled into the superseded AQF qualification and still complete their training and assessment and be issued a relevant credential within the transition period

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1.4. The Campus and Training Managers in collaboration with the HR Officer will work with trainers and assessors to update their Skills Matrix

1.5. Where the superseded AQF qualification leads to registration as an enrolled nurse, the Nursing Course Coordinator will apply to the Australian Nursing and Midwifery Accreditation Council (ANMAC) for accreditation. ANMAC Accreditation must be approved prior to the implementation of the qualification.

1.6. Compliance Manager will oversee the changes required to the Training and Assessment Strategy, assessment and training materials, apply version control and inform all training staff

1.7. Compliance Manager to oversee the update of forms and marketing materials to reflect the details of the new AQF qualification and inform all staff of updates

2. **Transition Arrangements for a Non-Equivalent Superseded Training Product**

2.1. Campus Manager to identify the AQF qualification to be transitioned on scope of registration and identify when the equivalent AQF qualification will be added to SCEI scope of registration

2.2. Campus Manager to obtain a copy of the current Training Package purchasing guide, implementation guide and any other companion documents from the relevant Skills Service Organisation. If the AQF qualification is an accredited course, the Campus Manager, will obtain approval from the copyright owner to use the non-crown copyright curriculum documents.

2.3. The Campus, Training and Compliance Managers will discuss the:
   2.3.1. Changes to the training product
   2.3.2. Changes required to course materials including the Training and Assessment Strategy, assessment materials, training materials, equipment, facilities and work placement agreements

2.4. The Campus and Training Managers in collaboration with the HR Officer will work with trainers and assessors to update their Skills Matrix

2.5. Compliance Manager will oversee the development of the Training and Assessment Strategy, assessment and training materials, timetable including industry consultation

2.6. Compliance Manager submits new training product documents to Campus and Training Managers for approval

2.7. Compliance Manager arranges for CEO to sign ASQA CEO Declaration

2.8. Compliance Manager submits application to ASQA via ASQAnet including:
   2.8.1. Training and Assessment Strategy
   2.8.2. Trainer and Assessor Skills Matrix
   2.8.3. ASQA CEO Declaration
   2.8.4. Complete assessment material for two units of competency within the qualification
   2.8.5. Payment for application for extending Scope of Registration in accordance with ASQA Schedule of Fees

2.9. Compliance Manager submits application to CRICOS via email to cricos.registration@asqa.gov.au including:
   2.9.1. Training and Assessment Strategy
   2.9.2. Trainer and Assessor Skills Matrix
   2.9.3. Application to change CRICOS registration
   2.9.4. CRICOS timetable summary form
   2.9.5. Statement of industry work placement and supervision models (if applicable)
   2.9.6. Applicant Declaration
   2.9.7. Declaration by CEO
   2.9.8. Completed Application fee to change CRICOS registration form in accordance with ASQA Schedule of Fees

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2.10. ASQA notifies SCEI of extension to scope of registration and change to CRICOS registration

2.11. Campus and Training Managers:

2.11.1.   Develop a transition plan for the AQF qualification

2.11.2.   Identify the date students will commence into the new AQF qualification

2.11.3.   Identify the last date students can be enrolled into the superseded AQF qualification and still complete their training and assessment and be issued a relevant credential within the transition/teach out period.

2.11.4.   Develop training plan and intake dates for new AQF qualification and submit to Student Administration

2.12. Where the superseded AQF qualification leads to registration as a nurse, the Nursing Course Coordinator will apply to the Australian Nursing and Midwifery Accreditation Council (ANMAC) for accreditation. ANMAC Accreditation must be approved prior to the implementation of the qualification.

2.13. Compliance manager to oversee the following:

2.13.1.   forward details of change to scope of registration to Student Administration for updating student management system

2.13.2.   update all enrolment forms and marketing material to reflect the details of the new AQF qualification and inform all staff of updates

3. Student Enrolments

3.1. All new student enrolments will be enrolled in the new AQF qualification in accordance to the transition plan and intake dates

3.2. The Campus and Training Managers will provide continuing students with timely and adequate advice and guidance on transitioning to the new AQF qualification. This advice will take into consideration the proportion of the course the student has completed and the degree of equivalence

3.3. Continuing students are required to complete FOR47 Student Consent for Transition form, if they agree to transition to the new AQF qualification and submit to Student Administration

3.4. An individualised Training Plan will be developed, by the Campus or Training Managers, for each student transitioning to the new AQF qualification. This will be signed by the student and the Campus or Training Managers and submitted to Student Administration for updating the student's enrolment in the Student Management System

3.5. Where a student, enrolled before 1 April 2015, would be genuinely disadvantaged if transitioned to the new AQF qualification, SCEI will continue the training and assessment of the superseded AQF qualification and issue the relevant credential, upon successful completion, for up to six months after the expiry date listed on the national register

3.6. Where a student, enrolled prior to 1 April 2015, has not completed their AQF qualification at the completion of the teach out period, and has declined to be transitioned to the new AQF qualification, and no exceptional circumstances apply, their enrolment will be closed and they will be issued with a Statement of Attainment for the units of competency successfully completed.

3.7. Where an AQF qualification has been deleted and no replacement approved, no new students will be enrolled in the qualification. Continuing students will be advised that the AQF qualification is now deleted and given a maximum of 12 months to complete their AQF qualification. Where a reasonable alternative AQF qualification is available, SCEI may offer this to continuing students as an alternative to completing the deleted AQF qualification.

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RELATED DOCUMENTS

FOR47 Student Consent for Transition
FOR246 Course Transition Plan

LEGISLATIVE CONTEXT

ASQA General Direction – Learner Transition, updated 1 April 2015

Educational Services to Overseas Students Act 2000 (Cwlth)

National Vocational Education and Training Regulator Act 2011 (Cwlth)

Standards for Registered Training Organisations (RTOs) 2015; Standard 1, Clauses 1.26 – 1.27

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 3

VET Quality Framework

RESPONSIBILITIES

Chief Executive Officer
- Ensure all staff understand and comply with the requirements of the ASQA General Direction on Transition and Teach Out
- Ensure all contractual compliance requirements are met

Campus and Training Managers
- Ensure all staff are aware of this policy and procedure and its application
- Work with administration and trainers to implement this policy and procedure

Nursing Course Coordinator
- Oversee the application to ANMAC for accreditation of new AQF nursing qualifications

Compliance Manager
- Ensure compliance with and monitor implementation of this policy and procedure

Administration Team
- Ensure all administration staff are aware of this policy and procedure
- Ensure all course documents and student management system are updated accordingly

Author	Compliance Manager
Approved by	Chief Executive Officer
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