

P.20.03b

TRANSITION POLICY AND PROCEDURES

1.0 INTRODUCTION

In line with Standards 1.26 & 1.27 for Registered Training Organisations 2015 AVETA's Transition Policy and Procedures have been specifically designed so that AVETA's students will graduate with a qualification that most closely represents the current skill needs of industry.

A qualification being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Clause 1.26 & 1.27

AVETA will ensure that:

- where a training product on its scope of registration is superseded, all students' training and assessment will be completed and the relevant AQF certification documentation will be issued to students within one year from the date the replacement training product was released on the National Register
- where an AQF qualification is no longer current and has not been superseded, all students' training and assessment will be completed and the relevant AQF certification documentation issued within two years from the date the AQF qualification was removed or deleted from the National Register
- a new student will not be enrolled in a training product that has been removed or deleted from the National Register from the date it was removed or deleted.
- The requirements specified above will not apply where a training package requires the delivery of a superseded unit of competency.

2.0 DEFINITIONS

In this policy the following definitions will apply: -

- **National Register:** means 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.
- **Standards for VET Accredited Courses:** are the standards made under subsection 188(1) of the National Vocational Education and Training Regulator Act 2011 or the equivalent requirements adopted by a non-referring State.
- **AQF certification documentation:** is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
- **CRICOS:** Commonwealth Register of Institutions and Courses for Overseas Students is the official Australian Government website that lists all Australian education providers to offer courses to people studying in Australia on student visas and the courses offered.

3.0 POLICY & PROCEDURES

3.1.1 Where a training product has been superseded and there is an equivalent training product on training.gov.au and this training product is on AVETA's scope of registration, AVETA will ensure that all its students who are currently enrolled at the time of the notification that the training product has become superseded they will complete their qualification within one year of the date of release on training.gov.au.

3.1.2 AVETA will continue to enrol students in this qualification up to the time that the student can complete their qualification within one year of the date of release on training.gov.au.

3.1.3 AVETA will take no action to update to the new training product because ASQA will automatically update the training product on AVETA's scope of registration and on CRICOS.

3.2.1 Where a training product has been superseded and there is no equivalent training product on training.gov.au and this training product is on AVETA's scope of registration, AVETA will ensure that all its students who are currently enrolled at the time of the notification that the training product has become superseded they will complete their qualification within one year of the date of notification.

3.2.2 AVETA will be required to submit an application to ASQA requesting that the new training product be added to AVETA's scope of registration on the following ASQA forms:-

- Application to change of scope of registration
- Application to Change of CRICOS registration

3.3.1 Where a training product has been removed or deleted on Training.gov.au and it is a training product on AVETA's scope of registration, AVETA will not commence training or assessment of a student in these qualifications from the date the training product was removed or deleted on Training.gov.au, however the students who are enrolled in these qualifications that have been removed or deleted AVETA will determine whether to complete the qualification within the two year limit or transfer the student to another suitable qualification.

3.3.2 AVETA in deciding whether it is practical to transfer students to a suitable qualification will depend on a range of factors, including how close to completion each student is, but will the guiding principle that AVETA will apply is: "what will best meet the needs of the learner". If completing the qualification is the best path for the learner, AVETA will ensure that all training, assessment and issuance of certification is completed within two years of the date the qualification was removed.

3.3.3 AVETA will take no action to remove the training product on AVETA's scope of registration because ASQA will automatically update the training product on AVETA's scope of registration with an end date which can be viewed on training.gov.au under Scope as Qualifications history and automatically be deleted on CRICOS.

3.3.4 AVETA will not commence training or assessment for students from the date a qualification is removed or deleted from the National Register or issue related qualifications (except as a replacement for a previously issued qualification).

3.3.5 Two years after a qualification is removed or deleted, AVETA will only issue a replacement for a previously issued qualification.

4.0 STAFF RESPONSIBILITY

AVETA's CEO / Operational Manager / relevant Training Coordinators are responsible for monitoring and receiving email updates from training.gov.au and other relevant websites in order to fulfill their transition responsibilities in line with this policy.

5.0 REFERENCES

5.1 Standards for RTO's 2015 - [Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)

5.2 Unique student identifier (USI) - [Unique Student Identifier \(usi.gov.au\)](#)

5.3 Australian Qualifications Framework (AQF) - [Australian Qualifications Framework, Australian Government \(aqf.edu.au\)](#)