

Transition to new Training Packages Policy

Policy

In line with clauses 1.26 and 1.27 of the Standards for Registered Training Organisations (RTO), Sydney Metro College will ensure, unless it is otherwise approved by the VET Regulator that:

- Where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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
- Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF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
- Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification document issued within a period of one year from the date the skill set,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
- A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

Note that these requirements do not apply where a training package requires the delivery of a superseded unit of competency.

Guidelines

1.0 The Principal Executive Officer, Campus Manager and Trainers will ensure they are subscribed to email updates from:

- a) The National Register – www.training.gov.au
- b) Innovation and Business Skills Australia (IBSA) - <https://www.ibsa.org.au>
- c) Australian Skills Quality Authority (ASQA)
- d) Skills @ Work - <http://www.innovation.gov.au/Skills/ResourcesAndPublications/Pages/default.aspx>

2.0 The Campus Manager is responsible for managing the transition process to ensure SMC only delivers currently endorsed Training Packages in line with clauses 1.26 and 1.27 of the Standards for Registered Training Organisations (RTO) 2015

3.0 The Trainers are responsible for assisting the Campus Manager in managing transition activities

4.0 The Principal Executive Officer is responsible for approving changes proposed by the Campus Manager

5.0 Sydney Metro College will ensure that:

- a) Students are entitled to graduate with a qualification that most closely represents the current skill needs of industry
- b) Students do not commence training and assessment in a training product that has been removed or deleted from the National Register
- c) It applies (where appropriate) to have new training package qualifications and units of competency added to its scope of registration if it wishes to deliver the new product
- d) It does not commence delivery in the new training product unless it is registered on the national register and where appropriate on CRICOS
- e) Students are transferred to a current training product within one year of the replacement being published provided point d of this policy has been met
- f) It provides timely and adequate advice and guidance to students if the qualification or course in which they are enrolled in is superseded/deleted/expired, and, will ensure students are given the opportunity to transfer to the replacement qualification
- g) The transfer of students is undertaken in collaboration between the student and SMC

6.0 Procedure

The following procedure indicates each step SMC will undertake to ensure that it delivers only currently endorsed Qualifications and Units of Competency. Note that in completing this procedure, the Campus Manager must complete Sydney Metro College's Training Package Review Register, ensure there is sufficient evidence to demonstrate compliance and ensure the process is completed as soon as practicable and no later than the time required to demonstrate full compliance with this policy.

#	Milestone	Actions	Responsible	Evidence
1	Notified of change by Training.gov.au. Manual Training Package checks are also conducted for all qualifications and units	Record details in Training Package Register	Campus Manager	Training Package Register

	of competency 2 weeks before the commencement of each Term.			
2	Identify the date of transition, potentially affected students and when SMC will apply to ASQA to have the new programs on its scope of registration	Record details in Training Package Register Conduct Management and Trainer Meetings	Campus Manager	Training Package Register Minutes of Meetings
3	Conduct TAS Review	Conduct a TAS Review. The TAS Review will identify what documents need to be changed and a schedule for changing them. Documents include: TAS, Quality Documents Folder, Assessment Materials, Marking Guides, Exemplars, Training Materials, Marketing Materials, RTO Manager, Testamurs, Statement of Attainments. The TAS Review will also include the plan of action to transition affected students and the plan of action for applying to ASQA.	Campus Manager	Completed TAS Review
4	Undertake Professional Development Activities	Send Trainers, Assessors and Management staff to attend professional development sessions. Where new units are updated, conduct a review of Trainer Assessment competencies to ensure trainers have the Vocational Competencies to teach new units. Record all information in each Trainers Matrix, Vocational Competence Form and Staff file. Where necessary, hire new Trainers who are able to train and assess in the updated Qualification/UOC.	Campus Manager	Professional Development Register Trainers Matrix Staff Files
5	Consult Industry, Develop New TAS, Conduct TAS Review	Consult with Industry, Training Package for new requirements. Develop TAS and ensure the TAS meets the requirements of the New Training Package. Conduct a TAS Review on the new TAS to ensure all aspects of the TAS meet Training Package requirements.	Campus Manager	Industry Consultation Records New TAS TAS Review
6	Conduct Assessment Validation	Identify the changes that are required to existing assessments. Identify whether new Assessment	Campus Manager	Assessment Validation x2

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Version: 1.2

Implemented: April 2017

To be reviewed: April 2018

Responsibility: Campus Manager

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		Materials will need to be purchased and contextualized. Once changes have been identified and updates completed, validate the assessment materials again to confirm that they meet all UOC requirements		Updated Assessment Materials
7	Conduct Marketing Material Review	Having updated all affected Training and Assessment documents, use the Marketing Material Review checklist to identify all Marketing Documents that need to be changed. Note that SMC will not publish any materials including Marketing Materials for updated Qualifications/UOC unless appropriate approval has been granted by ASQA.	Marketing and Admissions Officer	Marketing Review Checklist Updated Marketing Materials
8	Apply to ASQA to have the new Qualification or UOC added to scope of registration	Apply to ASQA for new Qualification/UOC (where appropriate i.e. it has not been automatically approved)	Campus Manager	Form and evidence submitted to ASQA
9	Publish Information after ASQA Approval	Once approval is granted from ASQA, publish all updated materials.	Campus Manager	All updated Training and Assessment Materials All updated Marketing Materials Any other updated Materials
10	Inform all Staff	Inform all Staff of the changes and discuss in next Meeting	Principal Executive Officer/Campus Manager	Letters/Emails/Minutes
11	Inform Affected Students (If any)	Write Letter to affected Students advising them of the new training product, the transition arrangements, and the need to meet with SMC staff. Ensure on-going assistance is provided to students.	Principal Executive Officer/Campus Manager	Letters/Emails/Communication Records
12	Finalise Transitioning of Students (if required)	Enrol students in new training program, conduct RPL as necessary, ensure appropriate offer letters and agreements are updated, Ensure all Student Files	Marketing and Admissions Officer/Campus Manager	Enrolment Documents Student Files RPL

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	are updated etc.		Documentation
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7.0 Record Keeping

7.1 The Campus Manager is responsible for ensuring all appropriate SMC records are updated to reflect programs listed on Sydney Metro College's RTO and CRICOS scope of registration

7.2 The Campus Manager is responsible for appropriately archiving previous materials from old training programs and for ensuring they are no longer in circulation

Related Documents

- Training Package Review Register
- TAS Review
- Assessment Validation
- Market Material Checklist