

# Transition and Teach Out Arrangement Policy

## Master Builders Association of Victoria

### 1. Purpose

This policy describes the process by which Master Builders Association of Victoria RTO (hereinafter called “Master Builders”) will transition from and teach-out a superseded training package, training package component and/or accredited course to a new or revised training package qualification and/or accredited course in compliance with the VET Quality Framework for NVR Registered Training Organisations.

This policy ensures that Master Builders only delivers currently endorsed Training Packages and training package components or current VET accredited courses.

### 2. Scope

It is the responsibility of Master Builders to monitor training packages relevant to its scope of registration and to identify when a training package qualification, training package component and/or VET accredited course on scope has been revised and a new version published. Therefore, this policy applies to all persons employed by or contracted to Master Builders and students.

### 3. Definitions

**Training Package** is a set of nationally endorsed standards and qualifications used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

**Training Package Component** refers to a qualification, unit of competency or skill set within a training package.

**Accredited Course** means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised qualification or Statement of Attainment following its full or partial completion.

**Release date** is the most recent date of publication of a new or revised training package or component indicated in the training package’s ‘release history’ on training.gov.au.

**Superseded Date** is the date that the new training package or accredited course is published on the training.gov.au website.

**Transition Period** means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner’s training, assessment, and AQF certification

documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

*Source: <https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>*

**Teach-out** is a term used to describe 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.

*Source: <https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>*

**National register** is the website <http://www.training.gov.au/>

**Current student** is a student who has enrolled **and commenced** training and/or assessment

## 4. Policy Statement

Master Builders will manage the transition from superseded training package qualifications, training package components and/or accredited courses within 12 months of their publication on the National Register - [www.training.gov.au](http://www.training.gov.au) website.

Where a training product on Master Builders' scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certificate 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 documentation 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.

The above does not apply where a training package request the delivery of a superseded unit of competency.

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## 5. Policy Principles

### 5.1 Transition timelines

- a) The Head of Training (or designated staff member) reviews currency of training package qualifications, training package components and accredited courses that are on scope on a quarterly (or earlier) basis, at management review meetings and before publication of the semester Training Directory. If a transition arrangement is required, the Head of Training (or designated staff member) will be responsible for management of the process. This ensures that Master Builders is operating and delivering the current version and/or is managing the transitioning from superseded training package qualifications, training package components and/or accredited courses.
- b) Master Builders must commence enrolments in the replacement qualification, component or accredited course as soon as practicable but no later than 12 months from the date of publication of the replacement Training Package qualification, component or accredited course on the national register. *(refer to ASQA website)<sup>1</sup>*
- c) Master Builders must transfer continuing students of the superseded qualification, component or accredited course into the replacement qualification, component or accredited course as soon as practicable but no later than 12 months from the date of publication of the replacement qualification on the national register, unless they will be genuinely disadvantaged if required to do so *(refer to ASQA website)<sup>2</sup>*.
- d) During the transition period, Master Builders may continue to enrol and/or commence delivery and assessment in the superseded qualification, component or accredited course (if on scope) and must transition students to the new qualification, component or accredited course as soon as practicable, but no later than 12 months from the date of publication of the new qualification, component or accredited course on the national register.

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<sup>1</sup> General direction: Learner Transition found on their website  
<https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>

<sup>2</sup> General direction: Learner Transition found on their website  
<https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>



## 5.2 Transition options for continuing students

There are two choices to take when transitioning continuing students. The Head of Training should discuss with senior management whether to 'credit transfer' or 'teach out' the students. Students should not be disadvantaged in any way:

- a) The 'teach out' process will require that students complete the course for which they are enrolled within one (1) year from expiry of previous training package or accredited course.
- b) The 'credit transfer' option will require continuing students to be enrolled in the new qualification and then have previously completed units mapped to the new qualification.

With regard to continuing students, a renewed enrolment agreement must be completed when option 1 is agreed upon

## 5.3 Procedure

The Head of Training (or designated staff member) must:

- a) maintain the Training Component Change & Scope of Registration Register to clearly detail the timelines for transition and ensure all affected students are smoothly transitioned to the new course. The "Changes to Units and Qualifications Process" instructional sheet provides a step-by-step instruction of the tasks to be implemented when there has been a change to a component, qualification or accredited course;
- b) discuss the transition strategy with Training staff and Trainers and Assessors;
- c) review outdated Training and Assessment Strategies (TAS) and develop new TAS in consultation with industry;
- d) review and update all resources relevant to the course including, staffing, equipment, facilities, course materials - assessment tools, study outlines, program guides, training plans, mapping tools etc;
- e) undertake a training needs analysis of all training staff and consultants and arrange appropriate professional development activities;
- f) update employers and funding providers and other stakeholders about the changes and possible effects and advise the expiry date in regards to the teach-out period as applicable;
- g) prepare formal notifications to students, staff and employers as applicable;
- h) detail in the Corrective Action Record any documents to be changed and include action dates and assigned responsibilities;
- i) document changes in the continuous improvement register, qualification on scope register and version document control register;

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- j) complete and submit the **Application to change RTO Scope of registration** on ASQAnet to have replacement qualifications, components or accredited courses added to scope within 12 months of the superseded date (*refer to ASQA Website*)<sup>3</sup>;
- k) ensure that students are allowed to complete the course in which they originally enrolled:
  - i. once a qualification, component or accredited course is approved and placed on scope, enrolments commence;
  - ii. existing students have the opportunity to transfer to the replacement qualification, component or accredited course if they so request as per **Item 5.2. Transition options for continuing students**.
- l) ensure that students are not disadvantaged by transferring to a new qualification or course (*refer to ASQA website*)<sup>4</sup>;
- m) complete teach out of expired qualification or course within the 12 months transition period.

## 6. Person(s) Responsible

The Head of Training is responsible for the control, issuance and actioning of this policy and associated procedures.

The Head of Training will consult with the relevant senior management personnel, training staff and training consultants regarding the transition process..

## 7. Associated Documents

- a) VQF Quality Management System
- b) Qualification on Scope Register
- c) Management Review Report
- d) Continuous Improvement Register
- e) Version Document Control Register
- f) Validation Assessment Tool
- g) Training Component Change & Scope of Registration Register
- h) Changes to units and/or qualifications instructional sheet

<sup>3</sup> ASQA Fact Sheet : Renewing accredited courses

<https://www.asqa.gov.au/news-publications/publications/fact-sheets/renewing-accredited-course>

<sup>4</sup> General direction: Learner Transition found on their website

<https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>

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# Transition and Teach Out Arrangement Policy

**Policy developed by:** Head of Training and Compliance Coordinator

**Refer to:** Standard 1 – Clause 1.26 -1.27, Standards for RTOs 2015

**Approved by:** Corrie Williams, Head of Training  
Viviana Hood, General Manager - Commercial Operations

**Policy endorsed by:** Radley De Silva, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1.0	21 Nov 13	Viviana Hood, Training Manager	Policy created	Nov 210
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