

LEARNING - POLICIES & PROCEDURES

Policy Title	Training Product Transition and Expiry Policy & Procedure
Date	June 2024
Review Date	June 2026
Authority	Head of Learning
Responsibility	Compliance Manager
Standards (SRTOs)	Standard 1, Clause 1.26 and 1.27

PURPOSE:

The purpose of this policy and procedure is to outline The Association of Superannuation Funds of Australia Limited's "ASFA" approach to managing its Scope of Registration to ensure that it delivers only current qualifications and units from a Training Package and only currently accredited Vocational Education and Training (VET) Accredited Courses. This policy also covers the process for transferring students into newer versions of non-VET courses or teach out in the event that a course is no longer offered. This policy and procedure outlines the approach taken to ensure that students are transitioned to new Training Products as required by Standard 1, Clause 1.26 and 1.27.

SCOPE:

This policy will apply to all students and staff with ASFA who are enrolled in a nationally recognised qualification/VET course or a skill set. This policy also applies to students who are enrolled in a non-VET course or CPD product with ASFA.

POLICY:

- ASFA ensures that wherever possible students graduate with the qualification or course that most closely represents the current skill needs of industry.
- Where a Training Product on ASFA's VET scope of registration is superseded, ASFA will ensure that all students enrolled in the superseded Training Product will, within one year of the replacement being published, either:
 - Be transferred to a current Training Product, as long as the replacement is on ASFA's scope of registration.
 - Have all training and assessment completed and the certification document issued for the superseded Training Product.
- If a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered and cannot be replaced by an equivalent unit.
- Where an AQF qualification is no longer current and is not superseded by a new one (i.e. it is deleted or expired), training and assessment must be completed for students enrolled in the program within a period of two years from the date the qualification was removed or deleted.
- Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for students enrolled

must be completed within a period of one year from the date it was removed or deleted.

- Students will not be enrolled / commence training and assessment in a Training Product that has been removed or deleted from the National Register, www.training.gov.au.
- Students enrolled in a non-VET course will be permitted to complete their existing course, or if major legislative changes have occurred be given the option to transfer to the new version at no extra cost. New students, however, will be enrolled in the newest version as soon as it becomes available.
- In the event of a non-VET course being removed from ASFA's scope of delivery then students enrolled will be permitted to complete the course for a period of up to two years.

Scope register and subscribing to updates

- A scope register is maintained which lists each Training Product on ASFA's scope of registration, the date on which each product is due to be reviewed, or the date of expiry.
- ASFA subscribes to updates from the National Register so that the RTO is aware of impending changes to Training Products.
- ASQA publishes a list of transition extensions that have been granted at: <https://www.asqa.gov.au/rtos/change-rto-scope/when-training-products-change/training-products-current-transition-extensions>

PROCEDURE:

Superseded Training Products

- Once a Training Product has been superseded, ASFA will ensure training and assessment is completed for all students within one year from the date of it being superseded.
- Students will not be enrolled in a qualification, unit or course that they will not be able to finish within the year. Therefore, enrolments for that course are to be suspended until the new course has been rolled out.
- Ensure currently enrolled students can complete within this timeframe. If not, refer to the transition process.
- Ensure this information is communicated appropriately to staff and students.

Make arrangements to update scope of registration (as required)

- Where a Training Product on ASFA's scope of registration is superseded by an equivalent qualification, the scope will be automatically updated to include the new equivalent Training Product unless ASFA has opted out of this process.
- If ASFA has opted out, make arrangements to have the new product added to scope. This will include developing the course materials, Training and Assessment Strategy etc. as outlined in ASFA's *Training & Assessment Policy and Procedure*.

Manage VET student teach-out or transition

- Develop a plan for each student enrolled in the superseded qualification or unit of competency.
- Inform students of the timeframe in which they must complete (one year) or advise them of the transition arrangements.
- Transition arrangements must minimise the impact on the student as much as possible. This means identifying credit that may be applicable, Recognition of Prior Learning (RPL), or moving the student into the new qualification as soon as possible so as to minimise the work involved in the transition.

Manage non-VET student teach-out or transition

- When a new version of a non-VET course is released, all new students will be enrolled in the newest version as soon as it becomes available.

- Existing students already enrolled in the superseded version will remain enrolled and be permitted to complete their existing course. When all students enrolled in a superseded course have completed or withdraw from the course, the superseded version will be closed off and hidden within the ASFA Learning Hub.
- If major legislative changes have occurred which impact the validity of information contained within a course, students will be given the option to transfer to the new version at no extra cost.

Deleted or removed Training Products or non-VET courses

- Once a Training Product has been removed or deleted, ASFA must ensure training and assessment for enrolled students is completed, and certification documentation issued, within two years of the date the Training Product was deleted.
- Students must not be enrolled in a qualification, unit of competency or course once it has been deleted / removed. Ensure this is communicated to staff who may be involved in marketing, promoting or enrolling students.
- Remove these qualifications / courses from marketing materials – website, student handbook, course guide etc.
- The scope of registration will be updated two years from the date of deletion and from then, students must not be trained or allowed to enrol after this date. A qualification or certificate must not be issued after this date.