

P.39V4-Transition Process Policy

Statement

For any learner enrolled before 1 April 2015 in a training product which is or becomes superseded, removed or deleted from the National Register (regardless of when the learner is scheduled to complete training and assessment), Barkly International College will apply the Transition and Teach-out General Direction (dated 1 January 2014).

1.0 Purpose

- 1.1 Students enrolled in superseded qualifications will be transitioned to the latest qualification as soon as possible, but within 12 months of the new qualification being available.
- 1.2 Process for new students enrolling into a new training product which is no longer current (i.e. the training product has been superseded, removed or deleted from the National Register)
- 1.3 The time-frame in which the Barkly International College must complete the training, assessment and AQF certification documentation issuance for learners enrolled in a training product which is, or becomes, no longer current.

2.0 Responsibility

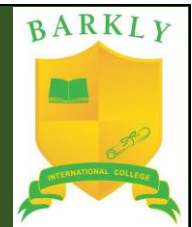
- 2.1 The Training and Compliance Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and the staff implement its requirements. The Student Support Manager executes the operational and procedural aspect of this policy.
- 2.2 Course Coordinator(s) are responsible for ensuring that transitions and teach-out arrangements are in place for all superseded qualifications and the students and relevant employers are provided with required information for all transition and teach-out arrangements for superseded qualifications.

3.0 Definitions

- 3.1 **Teach-out** is a term used to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification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.
- 3.2 **Transition period** means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.
- 3.3 **Superseded**: when a new training package qualification replaces an existing qualification, the existing qualification is referred to as a **superseded training package qualification**. When a unit of competency replaces a unit, the existing unit is referred to as a **superseded unit of competency**. This rule also applies to units of competency constituting a skill set.

Document Information

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3.4 Transition arrangement: provides details for managing the phasing out of superseded or expired qualification or a unit of competency.

3.5 Genuine Disadvantage: must be evidence from the prospective of each affected student, not simply the convenience of the College. Genuine disadvantage assumes that the disadvantage to the student outweighs the advantage of the student being enrolled in and receiving the most current qualification upon completion. A student may be genuinely disadvantaged if transferring to a new training package qualification or accredited course and it may mean but not limited:

- a requirement to undertake a considerable extra workload
- a requirement to undertake units of competency
- a fundamental change in the structure or content of a training program
- a significant change in training venue or delivery mode
- an extension to the enrolment period
- a change to apprenticeship/traineeship contract term if applicable
- a change to a student's residency visa status

4.0 Transition arrangement enrolled before 1 April 2015

4.1 A qualification is treated as "superseded" when a replacement qualification has been published on training.gov.au. Barkly International College will note the publication date of newer qualifications so that it can determine the superseded date of the older version.

4.2 Where the replacement training product is deemed equivalent to the superseded qualification, BIC's scope of registration will be automatically updated to reflect the new qualification, In the event where the training product is not considered equivalent to the earlier version. The Training and Compliance Manager will commence application processes to add the newer qualification to scope as soon as possible; or recommend to the Board why the newer qualification should not be requested.

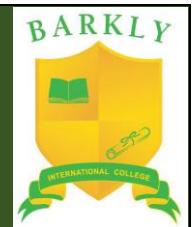
4.3 The Course Coordinator and the Training and Compliance Manager will review the old and the new qualification and recommend a teach out or upgrade strategy for existing students as a "group". This will typically involve reviewing timetables and modules for the older qualification and determining how they would compare to a timetable of the newer qualification. Immediate actions may be to advise students to change the order of modules to ensure that the work that they do complete will be recognised under the new qualification (once on scope).

4.4 Superseded Qualification/Unit of Competency

- Once the replacement qualification or unit of competency is published on the National Register, the College may still commence training or assessment of a new student into the superseded qualification or unit, for period of 12 months until the College is registered for the replacement qualification (whichever comes first).

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- The College must transfer current students of the superseded qualification or unit of competency into the replacement qualification or unit as soon as practicable following granting and registration but no later than 12 months from the due date of publication or it being superseded on the national register.
- The Marketing information for that training product will clearly show that it has been superseded.

4.5 Deleting Training Package Qualification/Deleted training package unit of competency/Expired accredited course

Continuing student

- The College must provide timely and adequate advice and guidance to students if the qualification/unit/module in which they are enrolled is deleted or expired, with the view to transferring the student to an alternative endorsed training package qualification.

New student

- The College must not commence any training or assessment of the deleted qualification or unit or expired accredited course to any new student.
- Deleted qualifications and superseded qualifications where the College is not applying for the replacement, will not accept new enrolments from the deleted or superseded date.
- Where a qualification has been deleted and no replacement approved, no new students will be enrolled in the qualification. Existing students will be advised that the qualification is now deleted and given a maximum teach out period of 12 months to complete that qualification.
- Once the newer qualification is on scope the Course Coordinator will arrange for each students situation to be reviewed with the view to immediately move them into the newer qualification.

4.6 Where a student has not completed their qualification at the completion of the teach out period, and has declined or cannot be upgraded to the newer qualification, and no exceptional circumstances apply, their enrolment will be closed and they will be issued a Statement of Attainment for units completed. They are not allowed to recommence and complete the old qualification. Refunds do not apply.

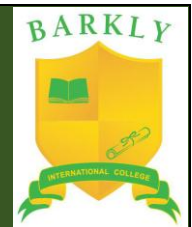
4.7 Where a reasonable alternative qualification is available Barkly International College may offer that to students as an alternative to completing the older deleted qualification.

5.0 Transition arrangement for enrolments from April 2015

5.1 ASQA transition General Direction applies to enrolments from 1 April 2015.

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- a. This allows a maximum of 12 months for students to complete their existing qualification and the relevant AQF Certification to be issued, OR to be transitioned to the replacement qualification where a training product on its scope of registration is superseded.
- b. 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;
- c. 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
- d. A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.
- e. No new enrolments are permitted in training products which are removed or deleted from the National Register
- f. The requirements specified above do not apply where a training package requires the delivery of a superseded unit of competency.
- g. Enrolments into superseded qualification cannot commence 12 months after the date it was superseded.

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