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<b>POLICY AND PROCEDURE:</b>	<b>Transition Policy and Procedure</b>
<b>PP No:</b>	<b>PP002.4</b>
<b>DATE:</b>	<b>19<sup>th</sup> November 2014</b>

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## Introduction

Under the Australian Quality Training Framework (AQTF) Essential Standards for Registration, MACE undertakes to manage the transition from superseded Training Packages to revised Training Packages.

## Policy

AQTF Condition 9 Transition to Training Packages / expiry of accredited courses states, *"The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information Services (NTIS) and also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses"*.

The 12-month transition period allows MACE time to take appropriate action in order to meet the requirements of the revised Training Package.

This includes:

- ensuring all trainers and assessors are aware of changes in the revised Training Package and how these affect training delivery and assessment
- modifying relevant training and assessment strategies
- advising existing students of any changes that may affect them
- ensuring that students are not enrolled in qualifications that adversely affect their opportunities for employment and/or future study pathways
- ensuring employers are aware of how the changes will affect training delivery and assessment
- updating relevant training materials including but not limited to:
  - Assessment Notification/Result Sheet
  - Assessment Format
  - Marking Guide
  - Mapping
  - Training and Assessment Strategy (TAS)
  - Session/Lesson Plan
  - Student Visit Record
  - Third Party Report
  - Verbal/Written Questioning Template
  - Validation Record
- updating relevant marketing material
- reviewing MACE's management system.

The management of transition to revised Training Packages needs to be embedded in MACE's continuous improvement processes to systematically review and improve policies, procedures, products and services.

## Purpose

The purpose of this policy and its procedures is to outline the process to be taken when transitioning from a superseded Training Package to a revised/current Training Package.

## Authorisation

Chief Executive Officer  
MACE Incorporated

## Procedures

### Knowledge of Changes

The Chief Executive Officer will ensure that MACE is subscribed to email updates from:

- training.gov.au (TGA)
- Victorian Registration and Qualifications Authority (VRQA)
- Forest Works Industry Skills Council
- Skills DMC Industry Skills Council
- Construction and Property Services Industry Skills Council
- Community Services and Health Industry Skills Council

These email updates advise of changes to the Training Packages relevant to a specific industry and other legislation changes.

In the event of a change in a relevant Training Package, the Training Services Manager and Compliance Officer will examine the amendments that have been made, and notify appropriate Trainers, Independent Contractors and Staff as follows:

- The Training Services Manager will determine the relevant changes to be communicated to the appropriate trainers.
- The Compliance Officer will circulate relevant changes to all appropriate staff.

The Training Services Manager is responsible for the following (in conjunction with the Community Programs Manager and Compliance Officer where necessary):

- unpacking the new/updated Training Package and review the changes made
- Create new Training and Assessment Strategy/ies (TAS)
- Ensure appropriate actions are made to change MACEs Scope of Registration and Funded Scope
- Check for any changes to equipment and resources and determine how this will affect student (e.g., additional fees, timetable change, etc.).

Transition arrangements must be completed within 12 months of changes being notified.

### Legislation

The Compliance Officer is responsible for checking for Legislation changes, amendments and regulation updates on a regular basis, update the *Legislation Policy* and notify relevant staff.

### Occupational Health & Safety

Changes to Occupational Health and Safety legislation will also be monitored by the Chief Executive Officer through email feeds as listed in Knowledge of Changes.

### Transition Principles

Transition arrangements for students must be consistent with the following principles.

Where possible, students should have the opportunity to transfer to the most recent qualification. When making the decision to transfer to the new qualification the following should be considered:

- proportion of the qualification that has been completed,
- the degree of alignment with the new qualification, and
- potential advantage or disadvantage to student.

A student must be allowed to complete the course in which they originally enrolled or be transferred to the replacement course with minimum disadvantage to the student. Refer *Training Package Development Handbook Guidelines* <http://www.innovation.gov.au/skills/Documents/GuidelinesTrainingPack.pdf>

## **Guidelines to be followed**

Transition arrangements that are published in Purchasing Guides and curriculum documentations must be followed.

Where necessary, additional transition arrangements must be developed and documented by the Chief Executive Officer

No New Student can be enrolled in an accredited course after its accreditation or expiry date has passed or in a training package qualification after the date prescribed in the Purchasing Guide for no new enrolments

Currently Enrolled Students and, where appropriate, Previously Enrolled Students should be transitioned into the new/revised qualification as soon as possible after its publication on the National Training Information Service.

The transition period for superseded/expired qualifications should not exceed 12 months, except in special circumstances. Transition arrangements lasting for more than 12 months must be approved by the Training Services Manager.

Transition arrangements should include MACE approved credit transfer details as well as those contained in the relevant Purchasing Guide or curriculum document.

Only Currently Enrolled Students and Previously Enrolled Students can be re-enrolled in the superseded/expired qualifications during the transition period. No new enrolments are permitted.

Only Currently Enrolled Students and Previously Enrolled Students who are able to fully complete the superseded/expired qualification during the transition period should be enrolled in the superseded/expired qualification.

A student wishing to re-enrol in a superseded/expired qualification can only enrol in units approved by the Chief Executive Officer for delivery during the transition period.

Special arrangements should not be made if MACE has ceased to deliver particular units.

The Training Services manager should advise currently enrolled students of proposed transition arrangements as early as possible and ensure that individual advice and counselling is available if needed.

The Training Services Manager should attempt to advise previously enrolled part-time MACE students of the transition arrangements.

The Chief Executive Officer will ensure that transition arrangements are documented for each course and group, and provide details to relevant stakeholders in a timely manner, especially trainers and students.

Once transitions have occurred and on scope MACE will request (through the SVTS Enquiry function) the Commission to add a VET course or qualification to the Funded Courses Report or the Approved Funded Scope. MACE may be required to provide appropriate industry or employer references to support the application for a change to the Approved Funded Scope. Private copyright courses will only be considered for inclusion where relevant course documentation is provided to the Commission.

## **Marketing**

The Compliance officer is responsible for ensuring relevant staff update all marketing material pertaining to superseded training packages and amended with the updated/current information in a timely manner. Material for review as per below, but not limited to:

- MACE Term Brochure
  - Soft Copy to be amended and uploaded to website
  - Hard copy cannot be amended, however must be changed for the following terms' brochure
- One Page Flyers
- Website
- Pre-enrolment Form

Any marketing material pertaining to superseded Training Packages at external sites (e.g., Other Neighbourhood Houses, IGA Supermarket, Job Service Agencies, etc.) should be recalled as soon as possible, and replaced with updated material when available.

## Responsibility

It is responsibility of the Chief Executive Officer to ensure that all staff, are aware of this policy and its procedures.

## Related Documents

- Australian Quality Training Framework (AQTF) Essential Standards for Registration
- Legislation Policy