



## Training Package Transition Policy

### 1. Scope

This policy to ensure Holmes Institute Pty Ltd (“Holmes”) meets the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Clause 1.26-1.27 Manage transition from superseded training products.

### 2. Purpose

It is Holmes’ policy to ensure the RTO is always using the most up to date versions of Training Packages and Accredited Courses as released.

The procedures set out below will:

- Assist the RTO to ensure that all Training Packages are implemented correctly and within the designated timelines
- Ensure that all qualifications / courses / units that are on the Scope of registration have Teaching and Assessment Strategies which, in turn will ensure learning resources and assessment resources are sourced.

The National VET Program Manager shall be responsible for ensuring this policy/procedure is followed and all tasks are completed.

### 3. Policy Principles and Standards

#### Training Package Release

When there is a new release or revision of a Training Package that relates to qualifications / courses / units on Scope of Registration, the following must occur:

- Establish which qualifications / units are required on the Scope of Registration
- Identify any licensing requirements associated with the new qualifications / units proposed
- Complete a Teaching and Assessment strategy for each of these qualifications / courses / units in accordance with the Training and Assessment Policy
- Map current learning and assessment materials to revised Training Packages.
- Obtain (purchase or develop) new learning and assessment materials for revised Training Package where gaps have been identified and map learning and assessment materials to revised Training Package.
- Identify the required process for adding the course to your Scope of Registration.
- Plan the transitional arrangements including new enrolment dates, transfer of currently enrolled students etc.

*N.B: Some of the qualifications may be granted automatically to RTO’s Scope of Registration while others will require an application to ASQA.*

### **Placing new Training package on Scope of Registration**

- National VET Program Manager to identify timeline for new Training Package to be placed into Scope of Registration.
- Review Victorian Purchasing Guide when released.
- Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package.
- Initiate process for the new Training Package to be implemented including Training & Assessment Strategies that can be implemented.
- Ensure appropriate staff are available to train and assess the new course

### **Update Internal Paperwork / Systems**

- Update internal paperwork with new titles, codes and descriptions of qualifications / courses / units including:
  - All internal Documents
  - Student Handbook(s)
  - Marketing Material (including website if applicable)
  - Student records management system
  - Learning Materials
  - Assessment tools
  - Offer letters
- A directive is to be issued to Student Services and Admissions staff on changes to course enrolment.
- Reflect student enrolment changes in PRISMS by entering a variation to the current CoE and creating a CoE for the updated training package/course for the length of time the student will require to complete this course.

### **Staff Professional Development**

- National VET Program Manager to ensure relevant staff attend Industry based run workshop(s) if applicable.
- Map current staff qualifications and experience to the revised Training Package.
- Conduct Professional Development with trainers and assessors who would be delivering the revised Training Package.
- Validate learning and assessment materials to ensure they meet the needs of the new Training Package.
- Ensure staff have a planned professional development approach as identified in the staff appraisals and Professional Development policy and procedure.

### **Roll out of new course**

- Validate learning materials and assessment
- Timeline confirmed for implementation of new course
- Process identified to complete or transfer students enrolled in superseded course
- Management, staff and key stakeholders are made aware of the change of qualifications through relevant meetings and communication channels

## Transition of currently enrolled students

The RTO must not accept any new enrolments in the qualifications or accredited courses being replaced by the new Training Package in accordance with the information provided in the Purchasing Guide released by the relevant State Authority. A transition date will be stipulated that specifies the date that the RTO must not accept any new enrolments in the qualifications or accredited courses being replaced by the new Training Package.

The National VET Program Manager must plan the transition arrangements of students currently enrolled in courses being replaced by the new training package. All students that are currently enrolled in a qualification that has been replaced with a newer version will have their progress reviewed and, where applicable, will have their enrolment transferred to the most current course outcomes.

To ensure a consistent approach to the transitional arrangements for students the following steps are to be taken:

- All currently enrolled student's files to be reviewed. Student progress is to be reviewed to determine if students are able to complete their course enrolment within a reasonable timeframe
- Where it is determined the timeframe to complete the course is not appropriate then the student is to be formally advised that their enrolment will need to be transferred to the newer course being offered.
- When transferring a student to a new course the following must occur:
  - Ensure all assessments are up to date and the student's progress is up to date in the existing enrolment
  - Complete all relevant enrolment paperwork for the new course
  - Map the student's progress to the new course using the mapping information within the Training Package and relevant Purchasing Guide.
  - Complete the RPL/Credit Transfer process to the new course for delivery and assessment already conducted
  - Determine remaining delivery and assessment requirements and develop training plan.

## Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer(s)</b>	National VET Program Manager
<b>Implementation Officer</b>	Admissions & National VET Program Manager
<b>Review Date</b>	June 2020