

What you need to know – key take outs

ITeC Academy ensures that clients/students have access to, and attain qualifications that most closely represent the current skill needs of the industry. ITeC Academy ensures effective and efficient practices are in place to:

- Monitor the currency of training products/package.
- Maintain the currency of its scope of registration.
- Transition training products/packages.
- Transfer clients/students to upgraded Training Package qualifications and VET Accredited courses.

Always read this policy in conjunction with the related procedures identified below.

<p>Policy principles</p>	<p>ITeC Academy ensures that clients/students have access to, and attain qualifications that most closely represent the current skill needs of the industry. ITeC Academy ensures effective and efficient practices are in place to:</p> <ul style="list-style-type: none"> • Monitor the currency of training products. • Maintain the currency of its scope of registration. • Transition training products. • Transfer clients/students to upgraded Training Package qualifications and VET Accredited courses.
<p>Purpose</p>	<p>ITeC Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, ITeC Academy is required to transition its' scope of delivery and clients/students to new training products in a timely manner.</p>
<p>Risk statement</p>	<p>IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.</p>
<p>Scope</p>	<p>The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.</p>
<p>Related procedure</p>	<p>Full procedures are outlined in the ITeC Academy Procedure Manual Section/s;</p> <ul style="list-style-type: none"> - Training Product Transition – all sections - Training and Assessment Procedures – all sections

Related documents	<ul style="list-style-type: none"> • Policy 1.03.855 Validation • Policy 1.03.824 Training and Assessment • Policy 1.03.828 Development and Conduct of Assessment • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual • Training and Assessment Strategies template • Industry consultation form • Pre-Validation template • Post-Validation template • Learner Guides • Assessment tools/instruments
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; <p>The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> ○ SRTO1. The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. ○ SRTO2. The operations of the RTO are Quality Assured ○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients/students. ○ SRTO5. Each learner is properly informed and protected ○ SRTO7. The RTO has effective governance and administration arrangements in place. ○ SRTO8. The RTO cooperates with the VET regulator and is legally compliant at all times.
Policy owner	General Manager ITeC Academy
Publish date	July 2024
Content Manager reference number	EDOC2024/0051031

1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<p>The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> ○ SRTO1. The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. ○ SRTO2. The operations of the RTO are Quality Assured ○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients/students. ○ SRTO5. Each learner is properly informed and protected ○ SRTO7. The RTO has effective governance and administration arrangements in place. ○ SRTO8. The RTO cooperates with the VET regulator and is legally compliant at all times.

2 Training Package Transition

2.1 Industry Currency – Qualifications

An AQF Qualification or VET Accredited course being superseded or discontinued indicates that industry needs have changed, rendering the previous qualification unsuitable.

2.2 Transitioning Clients/students/Students

The needs of clients/students are best served by transitioning them into replacement qualifications as soon as possible:

- For superseded training products on ITeC Academy's scope of registration, all clients/students' training and assessment must be completed, and relevant AQF certification documentation issued, or clients/students transferred into the replacement qualification within one (1) year from the release date on the National Register (www.tga.gov.au) (SRTO 1.26a).
- Clients/students completing their learning and issued a qualification or statement of attainment within the one-year transition period need not transfer to the replacement training product.
- If an AQF qualification is no longer current and has been removed or deleted, all clients/students' training and assessment must be completed, and relevant AQF certification documentation issued within two (2) years from its removal or deletion date (SRTO 1.26b).
- For non-superseded, removed or deleted skill sets, units of competency, accredited short courses, or modules, all clients/students' training and assessment must be completed, and relevant AQF certification documentation issued within one (1) year from the removal or deletion date (SRTO 1.26c).
- No new enrolments or commencements are allowed for training products removed or deleted from the National Register (SRTO 1.26d).

2.3 Superseded Units in Secondary Training Packages

The requirements of 4.1 and 4.2 do not apply where a secondary Training Package still contains and requires the completion of a superseded unit of competency from a "parent" Training Package (SRTO 1.27).

2.4 Changes to Scope – Superseded Training Products

- If a Jobs and Skills Council deems a replacement training product equivalent to the superseded product, ITeC Academy's scope of registration will be automatically updated by the VET Regulator to include the replacement product.
- If deemed "not equivalent," ITeC Academy must apply for the replacement product to be added to its scope of registration and have the application approved before transferring any client enrolments.
- One year from the date a training product was superseded, the VET Regulator will remove the superseded product from ITeC Academy's scope of registration. From this date, ITeC Academy will not enrol or train clients/students in that product or issue a qualification or statement of attainment for it, except for reprints/replacements of previously issued documentation.

2.5 Changes to Scope – Deleted or Removed Qualification

- In cases where a qualification is removed or deleted without replacement, ITeC Academy will determine an alternative qualification in consultation with the client.
- ITeC Academy will not allow new commencements into deleted or removed qualifications from the date of removal.
- Two years after removal, the qualification will be removed from ITeC Academy's scope of registration. From this date, ITeC Academy will not enrol or train clients/students in that qualification or issue related qualifications (except reprints/replacements for previously issued documentation).

2.6 Changes to Scope – Deleted or Removed Skills Set, Unit of Competency, Course, or Module

- For deleted or removed skill sets, units, courses, or modules with no replacement, ITeC Academy will find an alternative training product in consultation with the client.
- No new commencements will be allowed from the date of removal.
- One year after removal, these will be removed from ITeC Academy's scope of registration. From this date, ITeC Academy will not enrol or train clients/students in them or issue related Statements of Attainment (except reprints/replacements for previously issued documentation).

3 Record Keeping and Retention

ITeC Academy will maintain all records relating to training package transition including; action plans, meeting minutes, ASQA applications, CEO approvals and all related courseware spanning training and assessment of the impacted course/qualification.

4 Continuous improvement

As part of ITeC Academy’s Continuous Improvement Activities, the findings from student and employee/contractor feedback, validation, industry consultation and other self-assessment activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the arrangements, procedures and overall effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

In practice example:

The BSB Training Package was released in July 20XX. ITeC Academy reviewed the new requirements, established a project plan inclusive of the transition checklist and developed new courses inclusive of training and assessment strategy/s, course materials and assessment tools to meet the new Training Package requirements. Application was submitted for a change to the scope of registration with ASQA and it was approved. ITeC Academy commenced enrolling students in the new qualifications the following February.

5 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Oversees the RTO operations to implement this policy and associated procedures relating to Training Package transition arrangements and compliance with this policy and regulatory requirements.
Policy Monitor – Compliance Manager	Review operational compliance with this policy and regulatory requirements. Maintain the transition documentation. Prepare draft policy improvements.
Policy Monitor – RTO Manager	Approves TAS documents. Ensure day to day implementation and compliance with this policy.
Implementation – all employees	Implement day to day operations associated with complying with this policy and associated procedures.

6 Definitions

In this Policy, words have the following meaning:

Term	Definition
AQF certification documentation	Official documents confirming an AQF qualification or statement of attainment issued to an individual.
AQF qualification	Qualification type endorsed in a training package or accredited in a VET accredited course.
National Register	Register maintained by the Commonwealth Department responsible for VET as referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.
Scope of registration	Training products for which an RTO is registered to issue AQF certification documentation, allowing the RTO to provide training delivery and assessment, or assessment only, resulting in AQF certification documentation.
Statement of attainment	Statement issued to a person confirming that the person has satisfied the requirements of specified units of competency or accredited short courses.
Training Package	Components endorsed by the Industry and Skills Council, including units of competency, assessment requirements, qualifications, and credit arrangements.
Training Product	AQF qualification, skill set, unit of competency, accredited short course, and module.
VET Regulator	The National VET Regulator or a body of a non-referring State responsible for VET legislation matters.