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Purpose

The purpose of this policy and procedure is to outline Everest Institute of Education (Ei)'s 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 VET Accredited Courses.

It outlines the approach taken to ensure that students are transitioned to new Training Products as required by Chapter 4 – Training & Assessment - Standard 1, Clause 1.26 and 1.27.

Definitions

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Australian Qualifications Framework (AQF) means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

Code means the unique identifier for units of competency, skill sets, VET accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET Accredited Courses.

National Register means the register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the *National Vocational Education and Training Regulator Act 2011* and that is listed at www.training.gov.au.

Nationally Recognised Training (NRT) Logo means the logo used nationally to signify training packages and VET accredited courses.

RTO means Registered Training Organisation

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Training Package means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

VET accredited course means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses.

VET Quality Framework comprises:

1. the Standards for Registered Training Organisations
2. the Australian Qualifications Framework
3. the Fit and Proper Person Requirements
4. the Financial Viability Risk Assessment Requirements
5. the Data Provision Requirements

VET Regulator means:

- the National VET Regulator; and
- a body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

Policy

1. Everest Institute of Education (Ei) ensures that wherever possible students graduate with the qualification that most closely represents the current skill needs of industry.
2. Where a Training Product on Everest Institute of Education (Ei)'s scope of registration is superseded, the RTO 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 the Everest Institute of Education (Ei)'s scope of registration.
 - Have all training and assessment completed and the certification document issued for the superseded Training Product.
3. Clause 2 does not apply where a Training Package requires the delivery of a superseded unit of competency. This means that 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 – it cannot be replaced by a unit even if seen as equivalent.
4. 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 will be completed for students enrolled in the program within a period of two years from the date the qualification was removed or deleted.
5. 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 will be completed within a period of one year from the date it was removed or deleted.

Procedures

1. Keeping abreast of changes to Training Products - Refer SRTOs: Clause 1.26

Procedure	Responsibility
<p>A. Scope register and subscribing to updates</p> <ul style="list-style-type: none"> A scope register is maintained which lists each Training Product on the Everest Institute of Education (Ei)'s scope of registration, the date on which each product is due to be reviewed, or the date of expiry. Everest Institute of Education (Ei) subscribes to updates from the National Register as well as relevant industry skills councils so that the Everest Institute of Education (Ei) is aware of impending changes to Training Products. 	<p>Director of Operations CEO Course Coordinator</p>

2. Superseded Training Products - Refer SRTOs: Clause 1.26

Procedure	Responsibility
<p>A. Ensure students' needs are considered</p> <ul style="list-style-type: none"> Once a Training Product has been superseded, Everest Institute of Education (Ei) 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. Ensure currently enrolled students can complete within this timeframe. If not, refer to transition at point C below. Ensure this information is communicated appropriately to staff and students. 	<p>Director of Operations CEO Course Coordinator</p>
<p>B. Make arrangements to update scope of registration (as required)</p> <ul style="list-style-type: none"> Where a Training Product on the Everest Institute of Education (Ei)'s scope of registration is superseded by an equivalent qualification, the scope will be automatically updated to include the new equivalent Training Product unless the Everest Institute of Education (Ei) has opted out of this process. If Everest Institute of Education (Ei) has opted out, it will make arrangements to have the new product added to scope. This will include developing the course materials, TAS etc as outlined in the <i>Training & Assessment Policy and Procedure</i>. 	<p>Director of Operations CEO Course Coordinator</p>
<p>C. Manage student teach-out or transition</p> <ul style="list-style-type: none"> Develop a plan for each student enrolled in the superseded qualification or unit. 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 transfers that may be applicable, RPL, or moving the student into the new qualification as soon as possible so as to 	<p>Director of Operations CEO Course Coordinator</p>

Procedure	Responsibility
minimise the work involved in the transition.	

3. Deleted or removed Training Products - Refer SRTOs: Standard 1, Clause 1.26

Procedure	Responsibility
<p>A. Deleted Training Products</p> <ul style="list-style-type: none"> Once a Training Product has been removed or deleted, Everest Institute of Education (Ei) will 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 will not be enrolled in a qualification, unit 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 etc. The scope of registration will be updated two years from the date of deletion and from then, students will not be trained or allowed to enrol after this date. A qualification may not be issued after this date. 	<p>Director of Operations CEO Course Coordinator</p>

Document Control

Document No. & Name:	TA9 - Training Product Transition & Expiry P&P
Quality Area:	TA Training and Assessment
Author:	Everest Institute
Status:	Active
Approved By:	Director of Operations
Approval Date:	Oct 2020
Standards:	ASQA Standards for RTOs 2015 Clause 1.26, 1.27 of Standard 1