



International
College

Transition Policy & Procedure

HIC Policy Number
STUD028

CRICOS Number 02790D
Provider Number 21838

Hays International College

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1. Purpose of policy

This policy ensures that Hays International College complies with all the requirements of 'Standard 14, Staff Capability, educational resources and premises of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' and Standard for Registered Training Organisations 2015 Standard 1. This policy and procedures has been designed to ensure that HIC is delivering the most current qualification outcome to students with the current skill needs of industry and helps HIC to actively manage its scope of registration as and when required.

2. Responsibility

The PEO is responsible for the implementation of this Policy and procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Definitions

Training - is the process used by an RTO, or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration.

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.

Transition: actions required to change the delivery operations of an RTO from an existing training product to a replacement endorsed or accredited training product; including resourcing, registration and transfer of students

Teach-out: allowance to complete all training, assessment and qualification issuance of current students in an inactive training product, following expiry of any applicable transition period of the training product's replacement

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

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4. Key Features

This policy and its set of procedures have been developed to assist staff and the Hays International College (HIC) to ensure that students, employers and industry have confidence in the integrity, currency and value of certification documents issued by HIC. This policy ensures HIC's responsibility to establish transition arrangements for existing students and students who may be enrolled during a transition period in a qualification or a training product or accredited course.

Background

- Nationally endorsed Training Packages are amended from time to time under a continuous improvement approach to ensuring that Training Packages are aligned with industry requirements. In addition to these smaller changes, Training Packages can be entirely reviewed on a cyclic basis and this often leads to new versions being issued or new training packages being developed and released.
- New training packages must be endorsed by the National Quality Council. Following their endorsement, they are published and released using TGA (training.gov.au). It is the date of release that marks the date for the subsequent 12 month transition arrangements which are covered in this policy. In some cases, the transition date will be set by the state recognition body once the applicable accreditation board has endorsed the new qualifications.

This policy is applicable to any Training Package amendments, version changes and newly endorsed training packages.

- PEO with the Course Coordinator will be responsible to plan for the transition to new/ revised Training Packages or current VET accredited courses, as they are endorsed. HIC PEO is on the distribution list to receive Notification email alerts from www.training.gov.au with regard to changes to Training Packages.
- The continuous improvement register will be updated by the Course Coordinator to initiate this transition process.
- The monitoring of Training Package status and responding to changes in training packages will be an agenda item at each course coordinator led meeting with staff. This is to ensure that the transition to revised or new training packages are managed in a systematic way that integrates changes into all other areas of HIC's operation.
- HIC will aim to transition in response to training package changes within six months from the date of release on www.training.gov.au the transition date as advised by state registering authorities. In exceptional circumstances, HIC will

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complete all transition activity within 12 months of this same date.

- Revised or new qualifications / units of competence are to be included on the HIC scope of registration as soon as possible with the PEO who is responsible for applying for the extension of scope via ASQA.
- Enrolments in new qualifications are to commence as soon as possible to allow students to access the most current qualification and to minimise the period that students enrolled in superseded qualifications are being managed.
- All students enrolled in a course that is due to be superseded will be provided a transition letter that outlines the changes to their course and exit possibility.
- Once HIC has obtained the new qualification on its scope of registration; students will be offered and encouraged to transfer their enrolment to the new qualification.
- Students are not to be disadvantaged in anyway and student's choosing to remain enrolled in superseded qualifications will be supported in their decision and released with the Statement of Attainment of units achieved competency before the end of the transition period.
- Students who are transitioning into the new qualification will be issued a new student agreement and new Confirmation of Enrolment (CoE). Duration of the new CoE may vary because of the Recognition of Prior Learning (Formal learning – Credit) for the units completed of the previous qualification.

5. Procedures

- The transition to new training packages will be managed through the regular meetings facilitated by the PEO; Course Coordinator to ensure the transition is managed in a systematic way that integrates changes into all other areas of HIC's operation.
- Determine an action plan. Once changes are confirmed, the Course Coordinator, in collaboration with the PEO will determine an action plan to respond to changes. The Senior Management Team will provide advice about the actions to be taken and to lead the work to analyse the amendments that have occurred in the revise training packages and develop an action plan to address all necessary changes. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process. The common changes may include:
 - Revised unit of competence and the qualification codes and titles;
 - Revised packaging rules for qualifications changing the requirements;
 - In relation to the allocation of core or elective units;
 - Revised units of competence, this may include the combining of two;

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- Units of competence into one or minor changes where the unit of competence has remained equivalent;
 - Revised pre-requisites, co-requisites or entry requirements; and
 - Revised assessment guidelines which may relate to identifying new requirements relating to trainers and assessors.
- Whilst not an exhaustive list, the common changes identified in the list above are the most commonly seen in the transition of training packages. HIC staff will be alerted to these changes to ensure HIC training and assessment remains current and it satisfies Training Package requirements.
 - Review Training and Assessment Strategies (TAS). Review the existing training and assessment strategy to determine the higher level changes that have occurs to a qualification and the likely changes that are required. This may include additional consultation with industry and client to gauge their reaction to Training Packages changes, to identify new preferred electives and to determine if there are specific industry requirements that need to be incorporated. Attention to detail must be given to minor changes.
 - Keep students informed. Take steps to inform existing students of the changes to the applicable qualification. Before engaging with students, ensure that the options that students will have available to them have been fully considered. These changes will be documents in the Letter – Transition of Qualification.
 - Revise training and assessment materials. Undertake an analysis of the current training and assessment resources to identify relevant changes that are required to ensure training package requirements are being met.
 - Once these have been identified, implement arrangements via the senior management team to have training and assessment materials revised.

RELATED DOCUMENTS			
ESOS	National Code Part D Standard 14		
Standards for Registered Training Organisations 2015	Standard 1		
POLICIES	Orientation ; Code of Conduct; Course Progress; DIBP Notification Policy and procedure; Complaints and appeals; Work based training and assessment ; Training and Assessment Strategies		
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