



POLICY	
<b>Purpose</b>	ATAR Design is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (2015). As such, ATAR Design is required to transition scope of delivery and clients to new Training products in a timely manner.
<b>Standard reference</b>	1.1, 1.3, 1.4, 1.26, 1.27, 5.4
<b>Who is responsible</b>	The CEO is responsible for ensuring compliance with this policy.
<b>Review date</b>	Every 12 months
<b>Definitions</b>	<p>The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.</p> <p><b>AQF certification documentation</b> is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.</p> <p><b>AQF qualification means</b> an AQF qualification type endorsed in a training package or accredited in a VET accredited course.</p> <p><b>National Register means</b> 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.</p> <p><b>Scope of registration means</b> the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:</p> <ul style="list-style-type: none"> <li>• Both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or</li> <li>• Provide assessment resulting in the issuance of AQF certification documentation by the RTO.</li> </ul> <p><b>Statement of attainment means</b> a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.</p> <p><b>Training Package means</b> the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages.</p> <p>The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements.</p> <p>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.</p> <p><b>Training Product means</b> AQF qualification, skill set, unit of competency, accredited short course and module.</p>

## POLICY

	<p><b>VET Regulator means:</b></p> <ul style="list-style-type: none"> <li>• The National VET Regulator; and</li> <li>• A body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.</li> </ul>
<b>Policy</b>	<p>ATAR Design is committed to ensuring clients have access to, and attain a qualification that most closely represents the current skill needs of industry.</p> <p>ATAR Design ensures that it has effective and efficient practices in place:</p> <ul style="list-style-type: none"> <li>• To monitor currency of training products;</li> <li>• To maintain currency of its scope of registration;</li> <li>• For the transition of training products</li> </ul> <p>For the transfer of clients to upgraded Training Package qualifications and VET Accredited courses</p>
<b>Policy principles</b>	<p><b>Industry Currency – Qualifications</b></p> <p>An AQF Qualification or VET Accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.</p> <p><b>Transitioning Clients</b></p> <p>The need of clients is best served by transitioning clients into replacement qualifications as soon as possible:</p> <ul style="list-style-type: none"> <li>• Where a training product on ATAR Design's scope of registration is superseded, all clients' training and assessment is to be completed and the relevant AQF certification documentation issued, or clients transferred into the replacement qualification, within one (1) year from the date the replacement training product was released on the National Register (<a href="http://www.tga.gov.au">www.tga.gov.au</a>). (Clause 1.26a)</li> <li>• Clients who will complete their learning and be issued a qualification or statement of attainment within the one year transition period do not need to be transferred to the replacement training product.</li> <li>• Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all clients' training and assessment is completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the National Register. (Clause 1.26b)</li> <li>• Where a skill set, unit of competency, accredited short course or module is no longer current and has been removed or deleted (i.e. it has not been superseded) all clients' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National register. (Clause 1.26c)</li> <li>• No new enrolments or commencements will be accepted into any training product that has been removed or deleted from the National Register. (Clause 1.26d)</li> </ul>

## POLICY

### **Superseded Units in Secondary Training Packages**

- The requirements of 4.1 and 4.2 above 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). (Clause 1.27) [for example a BSB unit within a CPP qualification]
- Changes to Scope – Superseded training products
- If an Industry Skills Council (ISC) deems that a replacement training product is equivalent to the superseded training product, scope of registration will be automatically updated by the VET Regulator to include the replacement Training product.
- If a replacement training product is considered "not equivalent" to the superseded training product, ATAR Design will need to (prior to transferring any client enrolments):
  - Apply for the replacement product to be added to scope of registration; and
  - Have the application approved.
- One (1) year from the date a training product was superseded (currently 18 months due to ASQA decision which could be reverted), the VET Regulator will remove the superseded training product from ATAR Design's scope of registration. From this date ATAR Design will not:
  - Enrol or train clients in that training product; and /or
  - Issue a qualification or statement of attainment for that training product (except reprint / replacement documentation for previously issued certification).

### **Changes to Scope – Deleted or Removed Qualification**

From time to time, ISCs may determine that a qualification will be removed or deleted without being replaced by another qualification. There is therefore no replacement qualification into which clients can be transferred.

- ATAR Design will determine, in consultation with the client, an alternative qualification to meet client needs.
- ATAR Design will not allow a client to commence training or assessment into a training product that has been deleted or removed, from the date the training product is removed from the National Register.

After a qualification has been removed or deleted from the national register, the VET Regulator will remove the qualification from ATAR Design's scope of registration. From this date ATAR Design will not:

- Enrol or train clients in that qualification; and/or
- Issue a qualification for that training product (except reprint / replacement documentation for a previously issued qualification).

## POLICY

### **Changes to Scope – Deleted or Removed Skills Set, Unit of competency, Course or Module**

From time to time, ISCs may determine that a skills set, unit, course or module will be removed or deleted without being replaced. There is therefore no replacement into which clients can be transferred.

- ATAR Design will determine, in consultation with the client, an alternative training product to meet client needs.
- ATAR Design will not allow a client to commence training or assessment into a training product that has been deleted or removed from the date the training product is removed from the National Register.
- One (1) year on occasion ASQA may alter this to 18 months after a skill set, unit or module has been removed or deleted from the national register; the VET Regulator will remove the skill set, unit or module from scope of registration. From this date ATAR Design will not:
  - Enrol or train clients in that qualification; and/ or
  - Issue a Statement of Attainment for that training product (except reprint / replacement documentation for a previously issued Statement of Attainment).

### **Records management**

#### **Access and Equity**

The Access and Equity Policy applies. (See Access and Equity Policy)

#### **Records Management**

All documentation from Enrolment and transition processes are maintained in accordance with the Records Management Policy. (See Records Management Policy)

#### **Monitoring and Improvement**

All enrolment and transition practices are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

## PROCEDURE – AMENDMENT TO SCOPE OF DELIVERY

Step	Who	Procedure
1 Confirming Transition with client	CEO	<ul style="list-style-type: none"> <li>• Upon advice that a Training Product is being superseded and replaced, confirm details and timeframes through Industry Skills council (ISC).</li> <li>• Determine if the RTO scope will be upgraded automatically, or whether a change in scope request is required to be lodged with the VET Regulator.</li> <li>• If a change of Scope application is required, determine effective timeframes.</li> <li>• Develop a timeline the actions for the increase in scope, ensuring all products and services will be available on time.</li> <li>• Keep relevant personnel, including CEO updated with transition of scope process and timeframes.</li> <li>• Develop Training and Assessment Strategy and training and assessment resources; in accordance with 'Training &amp; Assessment Strategy and Resources Policy and procedures'.</li> <li>• Develop new Marketing Materials for new training product; in accordance with 'Marketing Policy and procedures'.</li> <li>• When all resources are ready, lodge the Extension of Scope with the VET Regulator.</li> <li>• Once extension of scope has been granted and appears on the National Register, clients can be transferred to the new training product.</li> <li>• Advise CEO of confirmation of new scope.</li> </ul>

## PROCEDURE – TRANSITION

Step	Who	Procedure
1 Confirming Transition with client	CEO	<ul style="list-style-type: none"> <li>• Upon advice that a Training Product is being superseded and replaced, conduct a review/report on all Clients who are currently enrolled in the superseded training product.</li> <li>• Determine the likelihood for each client to complete the program within the next twelve (12) months.</li> <li>• Contact each client and advise of the situation with the training product and their option to: <ul style="list-style-type: none"> <li>– Complete the existing program within the next twelve (12) months; or</li> <li>– Transfer to the new training product.</li> </ul> </li> <li>• Advise each client of the process, the timeframes and consequences of NOT completing within the next 12 months.</li> <li>• Gain advice from the client on their preference.</li> <li>• For clients who choose to transfer to the new training product, have the client complete the 'Transition Qualification Form' and send return.</li> <li>• Once the 'Transition Qualification Form' is received: <ul style="list-style-type: none"> <li>– Process equivalence and credit transfer for all relevant units, in accordance with guidelines from industry Skills Council (ISC) documentation.</li> <li>– Wait for RTO Scope to be updated with new training products.</li> </ul> </li> </ul>
2 Processing Transfer	Admin	<ul style="list-style-type: none"> <li>• Once the 'Transition Qualification Form' and relevant details regarding unit equivalences and credit transfers, is received: <ul style="list-style-type: none"> <li>– Complete the course transfer in SMS;</li> <li>– Update the client file;</li> <li>– Organise Training Schedule or Training Plan to be updated.</li> <li>– Send confirmation of new qualification, training schedule/training plan to clients.</li> <li>– Advise relevant Trainer / Assessor.</li> <li>– Place all documentation on the client file and store.</li> </ul> </li> </ul>

## TRANSITION QUALIFICATION FORM

This form is used when a qualification / Accredited Course or Unit/ Module is being superseded and replaced with a new qualification / Accredited Course or Unit/ Module. In accordance with VET regulations, Clients must transition (transfer) into the replacement qualification / Accredited Course or Unit/ Module within twelve (12) months of the replacement being formally released on the national register.

### SECTION 1 – CLIENT DETAILS

Name			
Contact Tel:		Mobile:	
Email:			
Qualification / Course Units/Modules currently enrolled (being superseded):			
Transition required by:	Date:	/	/

### SECTION 2 – CHANGE DETAILS

I wish to transfer to the following Qualification / Course Units / Modules:

Transition Date:	/	/
Qualification / Course Units/Modules:		
Signature	Date:	/ /

### SECTION 3 – AUTHORISATION

Requested Change has been approved? ☐ Yes ☐ No

Signature:	Position:
Print Name:	Date Processed:

### ADMIN USE ONLY

Changed in SMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Logged By:		Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Sent By:		Signature:	