QUALIFICATION TRANSITION POLICY

Intent and objectives

ACTE Pty Ltd, trading as Evocca College (Evocca), is committed to ensuring the highest quality service standards within the organisation. The purpose of this policy is to outline Evocca’s commitment to manage the transition and teach out arrangements so that only currently endorsed Training Packages or Accredited Courses are delivered / assessed. Evocca will, at all times, comply with ASQA’s General Direction - Learner Transition (http://www.asqa.gov.au/news-and-media/learner-transition.html)

This policy outlines the process to manage transitions for courses that have been superseded on the training register. The purpose of this document is to communicate actions and activities required by staff to support course transitions.

It is a condition of registration that an Australian Skills Quality Authority (ASQA) Registered Training Organisation (RTO) must comply with any General Directions issued by ASQA under the Standards for Registered Training Organisations 2015 (the Standards for RTOs 2015) found in https://www.comlaw.gov.au/Details/F2014L01377.

Related Policy and Procedures and Associated Documents

- Standards for Registered Training Organisations (RTOs) 2015
- General Direction – Learner Transition

Related Functions

- Compliance with all relevant Legislation

Definitions

- **Teach-out** was a term used in earlier ASQA General Directions to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, i.e. expiry of the transition period. Please note, while this term has been used by ASQA in the past, it is not a feature of the Standards for RTOs 2015.

- **Transition period** is the term used where a training product has been superseded, removed or deleted from the National Register. This time is provided to support a learner’s training, assessment, and issuance during this time. All activity must be completed and the learner transitioned into the replacement training product, before the end date.
Scope
The policy applies to all staff, contractors, and other personnel employed with Evocca, where relevant.

Exclusions
The requirements outlined in this policy do not apply where a training package requires the delivery of a superseded unit of competency as specified within the Qualification Descriptor and packaging rules.

Background
In accordance with the provisions of Clause 1.26 of the Standards for Registered Training Organisations 2015 (the Standards for RTOs 2015), Evocca will advise students as soon as practicable, all information that impacts their current studies where transition and teach-out arrangements need to be applied.

For the purposes of this policy, it is determined that the Transition Start Date of a superseded or removed qualification or unit of competency is equivalent to the Release Date of the new qualification.

Overview
Where a training product is superseded, all students’ training and assessment will be monitored for completion and the relevant AQF certification documentation issued prior to the conclusion of the teach-out period.

Where students are legitimately unable to complete or disadvantaged by not transferring to newly released qualification, students will be transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register.

Where an AQF qualification is no longer current and has not been superseded, all students’ training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.

Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all students’ training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.

A new student will not commence training and assessment in a training product that has been removed or deleted from the National Register.