



Axis Institute is the trading name of Manigram Pty Ltd
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Transition policy and procedure

Version Control

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1. Purpose

This policy and procedure sets out the process for managing the transition of students from superseded or deleted training package qualifications and expired accredited courses to new training package qualifications and accredited courses.

2. Scope

This policy and procedure applies to all students and staff of Axis Institute.

3. Responsibility

The responsibility for the development, implementation, review and update of this policy and procedure rests with the RTO Manager and CEO. They may delegate specific areas of responsibility for the implementation of this policy to relevant staff including but not limited to:

4. Compliance Mapping

Reference	Requirement
Standards for RTOs 2015 Clause 1.26-1.27	Transition of training products

5. Definitions

Student- Active, on-campus student with a current course of enrolment with Axis Institute includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act.

Scope of Registration- The training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO or
- provide assessment resulting in the issuance of AQF certification documentation by the RTO.

Transition- Where a training product has been superseded, removed or deleted from the National Register, the allowable time frame within which the student's training, assessment, and AQF certification issuance must be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.

Teach out- Describes the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification documentation issuance must be completed (only applies to students enrolled prior to 1 April 2015)

AQF Qualification- An AQF qualification type endorsed in a training package or accredited in a VET accredited course

Superseded- A new training product replaces an existing training product or a training product is deleted with no replacement, the existing training product is

referred to as superseded.

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

Statement of Attainment- 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.

National Register- 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.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

6. Policy statement

6.1 Where a training product on Axis Institute scope of registration is superseded, within 12 months from the date the replacement training product is released on the national register one of the following actions will occur:

6.1.1 All training and assessment will be completed and the relevant AQF qualification credential or accredited course credential will be issued; or

6.1.2 Students will be transferred into the replacement AQF qualification or accredited course.

6.2 Axis Institute will ensure that students, where possible, will graduate with the most current training product.

6.3 Where an AQF qualification is no longer current and has not been superseded, all students training and assessment will be completed and the relevant AQF qualification credential will be issued within two years from the AQF qualification being removed or deleted from the national register.

6.4 Where a unit of competency or accredited course is no longer current and has not been superseded, all training and assessment will be completed and the relevant Statement of Attainment or accredited course credential will be issued within 12 months from the date the unit of competency or accredited course is removed or deleted from the national register.

6.5 Axis Institute will not enrol or provide training and assessment to any student in a training product that has expired or been removed or deleted from the national register.

6.6 Axis Institute will not issue a qualification credential or statement of attainment for a training product that has expired or been removed or deleted from the national register.

6.7 A transition plan will be developed by the Institute to guide the transition of superseded or deleted training products in accordance with this policy.

6.8 Axis Institute will obtain accreditation from professional accreditation bodies where relevant, of updated AQF qualifications before implementation.

6.9 Transition arrangements will be completed in accordance with the ASQA General Direction: Learner Transition, updated 1 April 2015

7. Procedure

Transition Arrangements for an Equivalent Superseded Training Product

7.1 RTO Manager to identify the AQF qualification to be transitioned on scope of registration and identify when the equivalent AQF qualification will be added to the Institute's scope of registration.

7.2 RTO Manager to obtain a copy of the current Training Package purchasing guide, implementation guide and any other companion documents from the relevant Skills Services Organisations. If the AQF qualification is an accredited course, the RTO Manager will obtain approval from the copyright owner to use the non-crown copyright curriculum documents.

7.3 The RTO Manager, Course Coordinator and CEO will confirm the:

- Changes to the AQF qualification,
- Changes required to course materials including the Training and Assessment Strategy, assessment materials, training materials, equipment, facilities and work placement agreements
- Develop a transition plan,
- Identify the date students will commence into the new AQF qualification,
- Identify the last date students can be enrolled into the superseded AQF qualification and still complete their training and assessment and be issued a relevant credential within the transition period.

7.4 RTO Manager and CEO in collaboration with the HR Officer will work with trainers and assessors to update their Skills Matrix.

7.5 RTO Manager will oversee the changes required to the Training and Assessment Strategy, assessment and training materials, apply version control and inform all training staff.

7.6 RTO Manager to oversee the update of forms and marketing materials to reflect the details of the new AQF qualification and inform all staff of updates.

Transition Arrangements for a Non-Equivalent Superseded Training Product

- a. RTO Manager to identify the AQF qualification to be transitioned on scope of registration and identify when the equivalent AQF qualification will be added to the Institute's scope of registration
- b. RTO Manager to obtain a copy of the current Training Package purchasing guide, implementation guide and any other companion documents from the relevant Skills Service Organisation. If the AQF

qualification is an accredited course, the RTO Manager will obtain approval from the copyright owner to use the non-crown copyright curriculum documents.

c. The RTO Manager, Administration Manager and CEO will discuss:

- changes to the training product,
- changes required to course materials including the Training and Assessment Strategy, assessment materials, training materials, equipment, facilities and work placement agreements

7.7 The RTO Manager and CEO in collaboration with the HR Officer will work with trainers and assessors to update their Skills Matrix.

7.8 RTO Manager will oversee the development of the Training and Assessment Strategy, assessment and training materials, timetable including industry consultation.

7.9 RTO Manager submits new training product documents to CEO for approval.

7.10 RTO Manager arranges for CEO to sign ASQA CEO Declaration.

7.11 RTO Manager submits application to ASQA via ASQAnet.

7.12 RTO Manager submits application to CRICOS via email to cricos.registration@asqa.gov.au including required supporting documents.

7.13 ASQA notifies the Institute of extension to scope of registration and change to CRICOS registration.

7.14 RTO Manager and Course Coordinator:

- Develop a transition plan for the AQF qualification, identify the date students will commence into the new AQF qualification
- Identify the last date students can be enrolled into the superseded AQF qualification and still complete their training and assessment and be issued a relevant credential within the transition/teach out period.
- Develop training plan and intake dates for new AQF qualification and submit to Student Administration

7.15 RTO Manager to oversee the following:

- forward details of change to scope of registration to Student Administration for updating student management system,
- update all enrolment forms and marketing material to reflect the details of the new AQF qualification and inform all staff of updates.

Student Enrolments

- All new student enrolments will be enrolled in the new AQF qualification in accordance to the transition plan and intake dates.

- The RTO Manager will provide continuing students with timely and adequate advice and guidance on transitioning to the new AQF qualification. This advice will take into consideration the proportion of the course the student has completed and the degree of equivalence
- The student is enrolled in the replacement course as soon as practicable
- An existing student being enrolled into a replacement course will not be charged tuition fees for a replacement component of the replacement course
- Where an AQF qualification has been deleted and no replacement approved, no new students will be enrolled in the qualification. Continuing students will be advised that the AQF qualification is now deleted and given a maximum of 12 months to complete their AQF qualification. Where a reasonable alternative AQF qualification is available, Axis Institute may offer this to continuing students as an alternative to completing the deleted AQF qualification.