Transition Policy and Procedures

1. Purpose

The purpose of this policy and procedure is to manage the transition from superseded or deleted Training Package qualifications and units of competency and expired accredited courses. It will also describe arrangements to 'teach-out' learners enrolled in superseded or deleted qualifications or expired accredited courses.

The purpose of this policy is to meet the requirements of Standard 1 (Clauses 1.26-1.27) of the Standards for RTOs 2015 and to develop a Training and Assessment Strategy that complies with these standards.

2. Responsibility

The Operations/Administration Manager is responsible for the implementation of this policy and procedure and to ensure that staffs are aware of its application and implement its requirements.

3. Policy Requirements

i. It is the responsibility of the CEO and Operations/Administration Manager to monitor the currency of all qualifications on the scope of registration as part of the annual review of the management systems, through newsletter subscription to Training Support Network (TSN) and Training.gov.au.

ii. The Operations/Administration Manager is responsible for managing the transition from superseded Training Packages as soon as practicable but one year from the date the replacement training product was released on the National register.

iii Global Healthcare Management College Pty Ltd The Trustee for GHMC Trust (herein referred to as "GHMC") will ensure that:
- where a course or a qualification on its scope of registration is superseded, all learners' training and assessment will be completed and the relevant AQF certification documentation will be issued or learners will be transferred into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- Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment will be completed, and the relevant AQF certification documentation will be issued within a period of two years from the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- where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment will be completed and the relevant AQF certification documentation will be issued within a period of one year from the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, and
- A new learner will not commence training and assessment in a training product that has been removed or deleted from the National Register.

iii. The requirements above do not apply where a training package requires the delivery of a superseded unit of competency.

iv. In order to manage the transition from superseded training products, GHMC will update its Training and Assessment Strategies for each course and update the timetable.

v. Trainer at GHMC will be required to update their vocational qualification and currency if required.

4. Procedure

i. The above transition will be managed by the Operations/Administration Manager.

ii. New training packages will contain a mapping document of the new units of competency against the old units of competency.

iii. Operations/Administration Manager will manage the transition of existing students across to the new version of the training package. Based on the mapping, the Operations/Administration Manager with the assistance of an authorised staff member will prepare a Transition Strategy to facilitate the transition process.

iv. The mapping document will identify the superseded qualification against the new equivalent qualification (wherever applicable). Each unit from the superseded qualification will be mapped against the equivalent unit in the new qualification wherever applicable.

v. Prior to the transition date, the Operations/Administration Manager or authorised staff member will send a letter to the students explaining the transitional process and why it is necessary. Students will be advised to make an appointment with GHMC's administration team.

vi. Once an appointment is made by the student, the student will be endorsed to their Trainers/Assessors to finalise the units for credit transfer, for RPL and the remaining units to be undertaken in the new package.

vii. Students will then be required to complete the ECOE Change form to cancel the enrolment on the old package and submit it to the Administration Department.

viii. Students will be required to complete the Course Credit Application Form and submit it to the Administration Department. Whenever applicable, students can also apply for RPL.

ix. Administration Department will finalise the Credit Transfer and/or RPL Application in consultation with the Trainers/Assessors. Once this is complete, units that have been granted credit transfer will be entered into the student management system.

x. Operations/Administration Manager in conjunction with the Trainer/Assessor will prepare the training Plan for students.

xi. Students will be required to enter into a written agreement as per the current course information.

xii. Once the Student Agreement is received, a new COE will be generated from PRISMS. A copy will be provided to the student together with their Training Plan.

xiii. All transitional documents will be retained in the Student File.

xiv. For Students who applied for the RPL, Trainers/Assessors will organise the RPL sessions with the students. Otherwise, students will attend the regular class as reflected in the Training Plan.

xv. Simultaneously, as indicated in the Transition Plan/Strategies, the Operations/Administration Manager will complete the delivery and assessment strategy and issue it to the Trainers/Assessors.

xvi. All assessment tools will be reviewed, and then upgraded or new assessment tools will be drafted and reviewed utilising the assessment validation process as defined in Clauses 1.8 to 1.12—Conduct effective assessment of the Standards for RTOs 2015 (SRTOs). All assessment tools will comply with the requirements specified in the SRTOs. These shall be reviewed and approved as prescribed within this procedure.

xvii. GHMC will not:

    a) Enrol/commence student in a qualification that has been removed from the National Register.

    b) Issue a qualification or statement of attainment in a qualification (except as a replacement for a previously issued qualification or statement of attainment) that has been removed from the National Register.

5. Related documents

- Training Package (for each course)
- Users' guide to Standards for RTOs 2015 - Clauses 1.26 to 1.27—Manage transition from superseded training products.