

MANAGEMENT OF TRAINING PACKAGE TRANSITIONS

1. PURPOSE

AHETI is dedicated to providing quality training and assessment that complies with the Standards for Registered Training Organisations (SRTOs 2015), and as such, conducts strategies to transition new Training Packages within the specified time (generally 12 months) of the issuance of the Training Packages that pertain to qualifications on the scope of registration.

We understand our responsibility to keep updated on changes to training packages and to make transition plans for existing learners and others who may enrol during a transition period.

AHETI will examine the status and progress of existing students/trainees during the appropriate transition period to decide which students/trainees will be able to finish their training during the transition. assuming students/trainees are unable to finish their training during the transition time, they will be moved to the new certification, considering it is available.

2. SCOPE

All courses within the area of registration, as well as all enrolled students/trainees. Personnel in charge of facilitating transition arrangements.

3. TRANSITION PRINCIPLES

AHETI will handle a training package transfer using the following principles:

- AHETI will keep track of the status of training packages by subscribing to the Training.gov.au notification service and the applicable Industry Skills Council or comparable notification service. When modifications to training packages are found that have an impact on the scope of AHETI registration, a new continuous improvement will be raised within the AHETI Database.
- To achieve a systematic transition, continuous improvement initiatives connected to training package transfer will be overseen through the Management Team meeting. Other components of the AHETI operation will be incorporated into transition planning, and the transition's progress will be monitored, thanks to centralised and systematic management.
- The AHETI Database will be utilised for keeping details of superseded qualifications, including the date prior credentials were superseded, as well as to develop new courses on the scope of registration after they have been accepted on the National Register. The AHETI Database enables the generation of numerous reports that allow learners affected by the transition to be recognised and handled.
- AHETI shall commence transition preparations in response to training package changes as soon as the amended qualifications or units of competency are published on the National Register. Within one year of the replacement training product being released on the National Register, learners must have either finished their training and received their certificate or been transferred to the revised training product. The learner may not continue to use or be granted a certificate for a superseded training product after the 12-month term following the release date listed on the National Register.



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- Where a qualification or unit of competency is equivalent, the AHETI scope of registration will be automatically adjusted. Where the items are not equal, AHETI must apply to ASQA via ASQANet to have additional training products added to its scope of registration by submitting an application to change the RTO scope of registration, accompanied by supporting proof and the requisite price.
- Whenever a new qualification or unit of competency is added to AHETI's scope of registration, enrollment in the superseded item must be discontinued as soon as possible, and all future enrollments must be made in the revised qualification or unit of competency. Please keep in mind that the Standards for Registered Training Organisations allow for continued enrollment in superseded qualifications until the superseded qualification or unit is removed from the RTO's national registry (which occurs 12 months after it is superseded). To ensure that learners receive the most up-to-date training product, AHETI has taken the position of discontinuing enrolment in superseded qualifications or units of competency as soon as practicable.
- Learners enrolled in qualifications that are replaced part-way through a training program will be advised and encouraged to transfer to the new qualification once it is attained on the AHETI scope of registration.
- If an AQF qualification is no longer up-to-date and has yet to be replaced, all learner training and assessment must be completed within two years of the date the AQF qualification was removed or deleted from the National Register, and the relevant AQF certification documentation must be issued.
- When a set of skills, unit of competence, accredited short course, or module is no longer up-to-date and has not been replaced, all learners' training and assessment must be completed within one year of the date the skill set, unit of competency, accredited short course, or module was removed or deleted from the National Register.
- A new student is not permitted to begin training and assessment in a training product that has been withdrawn or cancelled from the National Register.



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- The transition requirement specified in the Standards for Registered Training Organisations in clause 1.26 does not apply when a qualification is included in our scope of registration and that qualification includes a replaced unit of competency that has been imported from a different training package

4. ARRANGEMENT

Learners enrolled in qualifications that are replaced part-way through a training program will be advised and encouraged to transfer their enrolment to the new qualification once it becomes available on the AHETI scope of registration. Learners who do not wish to move to a new qualification will be 'taught out' to the end of their qualifications. The following business principles are to be followed to support this arrangement:

- AHETI may continue to provide training and assessment services, as well as award certificates, to current learners of the outdated qualification for one year after the new training product is released on the National Register.
- Learners who haven't finished the replaced qualification within 12 months of the replacement training product being posted on the National Register shall be presented with a Statement of Attainment and transferred to the new qualification.
- An RTO cannot give an AQF certificate to a student for a qualification that has been replaced for more than 12 months from the date the replacement training product became available on the National Register unless it is to replace an AQF certificate previously issued by the RTO.
- When a particular group of learners is likely to be disadvantaged by the forced transition of a certificate within the 12-month deadline, the National VET Regulator may make a ruling that allows AHETI more time to teach the student out. The National VET Regulator will publicise these determinations.

5. TRANSITION MANAGEMENT

The transition to new training packages will be handled by the Management Team to guarantee that the transition is managed in a systematic manner that integrates changes into all other areas of AHETI operations. It is crucial that the personnel in charge of this work pay close attention to detail.

The following procedures must be followed:

I. **Keep track of the current state of training packages**

The Program Manager is responsible for monitoring the status of training packages in order to stay informed of changes in the revised training package and how they may affect the AHETI scope of registration. Training package changes must be communicated to the Management Team via the Continuous Improvement Report. The National Register (training.gov.au) is the principal source of information for tracking the status of training packages.

II. **Make a strategy**

Once the modifications are confirmed, the Management Team must devise a response strategy. The Management Team is to advise on steps to be done and choose someone to lead the work to analyse the changes that have occurred in the revised training packages and establish an action plan to address any essential modifications. Minor modifications to unit codes and titles must be scrutinised to ensure they are not overlooked throughout the transition process. The following are examples of common changes:

- updated unit of competency, as well as certification codes and titles
- updated qualification packaging regulations that alter the requirements for the allocation of core or optional units
- modified units of competency, which could involve consolidating two units of competency into one or making minor changes where the unit of competency remains equivalent
- pre-requisites, co-requisites, or entry conditions have been revised
- modified assessment rules that may include identifying additional requirements for trainers and assessors

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III. Examine training and assessment procedures

Examine the current training and assessment process to identify higher-level changes to qualification and the potential changes that are required. Additional communication with the industry may be required to measure their reaction to changes in training packages, identify new preferred electives, and determine if there are special industry requirements that must be integrated. Minor adjustments must be scrutinised with care.

IV. Keep students updated

Take measures to notify current learners of changes to the applicable qualification. Before engaging with learners, verify that all of the options open to them have been thoroughly evaluated. Give learners information and make sure they completely grasp their alternatives and feel supported in any decision they make. Learners must not suffer as a result of the transfer to a new training program.

V. Revisions should be made to training and assessment materials

Analyse the present training and assessment resources to determine appropriate improvements needed to guarantee training package requirements are satisfied. Once these have been identified, make plans to have training and assessment materials amended during the management meeting.



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