

## QUALIFICATION TRANSITION POLICY

### 1. PURPOSE/SCOPE:

This policy outlines the procedure whenever there is a requirement to implement a new training product and/or individual unit of competency to ensure:

- AIM WA maintains compliance with Clause 1.26 – 1.27 of the Standards for RTOs 2015
- Transition or teach-out participants within 12 months of the training product being superseded
- Participants have completed all training and assessment requirements and have been issued with AQF certification documents within two (2) years of a training product being deleted or expired
- No participants commences training and assessment in a training product that has been removed or deleted from AIM WA's scope of registration
- No participant is disadvantaged.

### 2. DEFINITIONS

**AIM WA:** Australian Institute of Management WA

**ASQA:** Australian Skills Quality Authority

**Standards for RTOs 2015:** Standards for Registered Training Organisations (RTOs) 2015

**National Register:** training.gov.au

**TAS:** Training and Assessment Strategy

### 3. REFERENCES:

**Standards for Registered Training Organisations (RTOs) 2015**  
**Manage transition from superseded training products**

#### **Clause 1.26**

Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:

1. where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register
2. where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF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

3. where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill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, and
4. A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

#### **Clause 1.27**

The requirements specified in Clause 1.26 a) do not apply where a training package requires the delivery of a superseded unit of competency.

#### [General direction – Learner transition](#)

### **4. POLICY:**

To best meet the needs of participants and of industry, participants are entitled to graduate with a qualification that most closely represents the current skill needs of industry. A qualification being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

### **5. PROCEDURE:**

#### **Superseded Training Products**

Participants need to be transferred within one (1) year of the replacement training product being published. If the superseded Qualification does not automatically roll over to the new qualification on the AIM WA Scope of Registration, an application will need to be submitted via Asqanet, to add the new Qualification to AIM WA's scope prior to the transfer of any participants. New training products deemed equivalent to the superseded qualification will automatically be added to AIM WA's scope of registration by ASQA.

Participants who will complete all training and assessment requirements within the one (1) year transition period do not need to be transferred to a replacement product.

As soon as all participants have been transitioned to the new Qualification, the old qualification can be removed from scope, via an application via Asqanet.

#### **Removed or deleted qualifications**

Participants need to have completed all training and assessment requirements and have their certification documents issued within two (2) years of the date the qualification is removed. AIM WA will not allow any new participant to commence training or assessment from the date a qualification is removed or deleted from the National Register.

### **Skill Set, unit of competency, accredited short course or module**

Participants must complete all training and assessment requirements and be issued the relevant AQF documentation within twelve (12) months of the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.

### **PROCESS**

1. Confirm whether the units/qualification is equivalent or not equivalent (as advised by the National Register)
2. The L&D Specialist ensures deadline dates are met and signed off.
3. If it is identified that a participant will be generally disadvantaged by transferring to a superseded qualification or unit of competency, the details should be documented for exemption to allow the participant to remain in the relevant AQF qualification or unit of competency.
4. Where the training product is not equivalent and AIM WA must apply to have the new training product added to its scope of registration, the application should be submitted within three (3) months of the release from the National Register.
5. Subject to point 4, Industry consultation should be undertaken to ensure that the newly developed TAS, learning and assessment materials, relating to the training product continues to meet the needs of the industry.