

# Policy and Procedure

## Transitioning AQF Qualifications

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Version 1.2



### Policy

RAISE Training enrolls students in the right courses and uses ethical marketing for its training services.



### Purpose

RAISE Training maintains learner, employer, and industry confidence in certification integrity and value by following defined processes when transitioning from outdated AQF qualifications and VET courses.



### Scope

This policy covers the creation of training and assessment materials, along with advertising and marketing materials for related products.

## Definitions

**AQF Qualification** - an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

**Training Package** - the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are:

- units of competency;
- assessment requirements (associated with each unit of competency);
- qualifications; and
- credit arrangements.

A training package also consists of a non-endorsed, quality assured companion volume/s which does not form part of the requirements that RAISE Training must meet under these Standards.

**Unit of Competency** - the specification of the standards of performance required in the workplace.

**VET Course** - a course which encompasses a unit or units of competency of a training package that is endorsed by the Ministerial Council.

## Transition Arrangements

RAISE Training enrolls students in suitable and up-to-date courses, maintaining ethical, accurate, and transparent marketing practices for its training and assessment services, by:

- a. Monitoring relevant Training Packages through receipt of updates from ASQA, relevant Skills Councils, relevant Industry Regulators and change notifications (registered through training.gov.au);
- b. Identifying when an AQF Qualification or a VET Course has been revised and the new version published;
- c. Determining if our scope of registration is affected by the change (i.e. Training Package amendments include an equivalence status of a qualification (or Unit of Competency):
  - i. E = Equivalent - the vocational outcomes of old and new qualifications (or Unit of Competency) are equivalent; and
  - ii. N = Not Equivalent - the vocational outcomes of old and new qualifications (or Unit of Competency) are not equivalent.
- d. Engage in industry consultation to determine the impact on learners and current training and assessment strategies and practices and scope of change relevant to the updates.
- e. Review and update (where required) training and assessment strategies, practices and resources following quality assurance procedures.
- f. Ensuring that the organisations scope of registration remains current;
  - i. Equivalent Training Package products will be automatically added to the scope of registration without requiring an application or a fee; or
  - ii. Not equivalent Training Package products will require submission of an application to change RTO scope of registration, no later than 12 months from the release date of the relevant Training Package products.
- g. Review and update (where required) the organisations advertising and marketing material and/or relevant Training Partner.
- h. Ensuring that trainers and assessors are aware of changes in the revised Training Package and related training and assessment strategies and resources.

ASQA will remove a superseded training package qualification or unit of competency from the scope of registration on the national register upon expiry of the 12-month period following publication of it having been replaced, unless the RTO Manager specifically applies to ASQA to have the qualifications/unit removed earlier.

If an AQF Qualification is replaced, learners will be transferred to its successor within one year from the release date on the National Register, or as soon as practically possible.

Unless a Training Package mandates the delivery of an outdated VET course, learners will be moved to its replacement within one year from the release date on the National Register, or as soon as practically feasible.

If an AQF qualification or VET course is outdated and not superseded, all learners must finish their training and assessment, and the corresponding certification documents must be issued within two years from the date the qualification or course was removed or deleted from the National Register.

If an AQF qualification or VET course is removed from the National Register, new learners will not be enrolled in that qualification or course later than one year from the removal or deletion date.

A learner may continue enrolment in a superseded AQF Qualification for an additional six (6) months beyond the transition period for its replacement only when a clear and genuine disadvantage outweighs the advantage of obtaining the most current qualification upon completion.

Learners failing to complete a superseded AQF Qualification within 18 months or a superseded Unit of Competency within 12 months of its publication on the national register must promptly receive any eligible AQF testamur.

They should then be transferred to a new qualification, or arrangements should be made for their transfer to a different Registered Training Organization (RTO).

### Currency of Material

To ensure relevant personnel use current training and assessment materials associated with the delivery of a training course, all documents are version controlled and made available on the Assessor Portal, which is a secured site accessible only by approved training staff.

When relevant documents are updated because of a review process, an email outlining changes with access to updated materials is to be forwarded to all relevant personnel and updated within the Assessor Portal.

A timeframe of no more than 30 days is to be provided to ensure an efficient changeover of physical material. In the case of mandatory industry changes, a shorter timeframe may be justified to ensure compliance with legal requirements.

The RTO Manager is responsible for ensuring that relevant personnel are advised of such material changes and that they are using current material by checking the relevant version being submitted.