

Transition of Training Package Policy

Relevant Standards: *Clauses 1.26 and 1.27 of the Standards for Registered Training Organisations 2015*

Purpose

Australian Institute of Arboriculture is committed to providing quality training and assessment in accordance with Standards for Registered Training Organisations (SRTOs 2015). This policy provides the framework and general principles for **Australian Institute of Arboriculture's** transitioning of superseded training packages and expired accredited course to ensure it only delivers currently endorsed Training Packages of current VET accredited courses.

Scope

Australian Institute of Arboriculture is committed to ensuring learners have access to and are able to attain qualifications that most closely represents the current skill needs of industry. **Australian Institute of Arboriculture** ensures that it has effective and efficient practices in place to:

1. monitor currency of training products;
2. maintain currency of its scope of registration;
3. transition superseded training products;
4. transfer learners to upgraded training package qualifications and VET accredited courses.

Policy Principles

Industry Currency

An AQF Qualification or VET accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Australian Institute of Arboriculture's Training Manager is responsible to monitor the currency of the training products and maintain the currency of **Australian** Institute of Arboriculture's scope of registration. Monitoring will be done as often as practicable.

Updating Training Products

Once a training package has been superseded, **Australian Institute of Arboriculture** will liaise with relevant industry bodies and develop products according to the training package requirements.

Learners who transition to current training packages from superseded training packages shall be given resources to facilitate the transition process. These resources include, but are not limited to:

1. upgraded workbooks;
2. updated workbooks.

Information to Learners

Where a training package on Australian Institute of Arboriculture's scope of registration is superseded, no longer current, or deleted, the learners will be informed as soon as possible. The information forwarded to the learner must include:

1. that the training package they are currently enrolled in is superseded / no longer current / deleted;
2. the transition process including relevant timeframes;
3. the implications of the transition; and
4. available options for learners and the implications for choosing such options.

Transitioning Learners

The needs of learners is best served by transitioning them into replacement qualifications as soon as possible:

1. Where a training product on Australian Institute of Arboriculture's scope of registration is superseded, all learners' training and assessment will be completed and the relevant AQF certification documentation issued, or learners transferred into the replacement qualification, within one (1) year from the date the replacement training product was released in the national register unless otherwise specified. (Standards for RTOs 2015 Clause 1.26a)
 - a. Learners who will complete their learning and be issued a qualification or statement of attainment within the one year transition period do not need to be transferred to the replacement training product.
2. Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all learners' training and assessment is completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the national register unless otherwise specified. (Standards for RTOs 2015 Clause 1.26b)
3. Where a skill set, unit of competency, accredited short course or module is no longer current and has been removed or deleted (i.e. it has not been superseded) all learners' training and assessment is to be completed and the relevant AQF certification documentation issued within a period of one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the national register unless otherwise specified (Standards for RTOs 2015 Clause 1.26c).
4. No new enrolments or commencements will be accepted into any training product that has been removed or deleted from the national register. (Standards for RTOs 2015 Clause 1.26d)

Superseded Units in Secondary Training Packages

The requirements above do not apply, where a secondary training package, still contains and requires the completion of a superseded unit of competency (from a “parent” training package). [For example, a FWP unit within an AHC qualification] (Standards for RTOs 2015 Clause 1.27)

Changes to Scope – Superseded Training Products

If an Jobs Skills Council (JSC) deems that a replacement training product is equivalent to the superseded training product, **Australian Institute of Arboriculture’s** scope of registration will be automatically updated by the VET Regulator to include the replacement training product.

If replacement training product is considered “not equivalent” to the superseded training product, **Australian Institute of Arboriculture** will need to (prior to transferring any learner enrolments):

1. apply for the replacement product to be added to scope of registration; and
2. have the application approved.

One (1) year from the date a training product was superseded, the VET Regulator will remove the superseded training product from **Australian Institute of Arboriculture’s** scope of registration. From this date, **Australian**

Institute of Arboriculture will not:

1. enrol or train learners in that training product; and /or
2. issue a qualification or statement of attainment for that training product (except reprint / replacement documentation for previously issued certification).

Changes to Scope – Deleted or Removed Qualifications

From time to time, Jobs and Skills Councils (JSC’s) may determine that a qualification will be removed or deleted without being replaced by another qualification. There is therefore no replacement qualification into which learners can be transferred.

Australian Institute of Arboriculture will determine, in consultation with the learner, an alternative qualification to meet learner needs.

Australian Institute of Arboriculture will not allow a learner to commence training or assessment into a training product that has been deleted or removed, from the date the training product is removed from the national register.

Two (2) years after a qualification has been removed or deleted from the national register, the VET Regulator will remove the qualification from **Australian Institute of Arboriculture’s** scope of registration. From this date, **Australian Institute of Arboriculture** will not:

1. enrol or train learners in that qualification; and/or
2. issue a qualification for that training product (except reprint / replacement documentation for a previously issued qualification).

Changes to Scope - Deleted or Removed Skills Set, Unit of competency, Course or Module

From time to time, JSCs may determine that a skills set, unit, course or module will be removed or deleted without being replaced. There is therefore no replacement into which learners can be transferred. **Australian Institute of Arboriculture** will determine, in consultation with the learner, an alternative training product to meet learner needs

Australian Institute of Arboriculture will not allow a learner to commence training or assessment into a training product that has been deleted or removed from the date the training product is removed from the national register.

One (1) year after a skill set, unit or module has been removed or deleted from the national register; the VET Regulator will remove the skill set, unit or module from **Australian Institute of Arboriculture's** scope of registration. From this date, **Australian Institute of Arboriculture** will not:

1. enrol or train learners in that qualification; and/ or
2. issue a statement of attainment (SOA) for that training product (except reprint / replacement documentation for a previously issued SOA).

Monitoring and Improvement

The **Training Manager** of **Australian Institute of Arboriculture** is responsible for ensuring compliance with this policy. **Australian Institute of Arboriculture's Training Manager** is responsible for monitoring the development of resources for new or superseded units of competency / qualifications.

All transition practices are monitored by the **Training Manager** of **Australian Institute of Arboriculture** areas for improvement are identified and acted upon based on the Continuous Improvement Process.