

RTO 1.03.842 TRAINING PACKAGE TRANSITION

This policy is applicable to: All IRT College Students, IRT College employees and Third Parties acting on behalf of IRT College.

DISCLAIMER

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DOCUMENT CONTROL

Policy Number: 1.03.842	Policy Owner: General Manager IRT College	Version: 3.0
Contact position: General Manager IRT College	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02268
Date approved: February 2015	Review due to: Legislative Change	Next review due: February 2018
Procedure Manual reference: Training Package Transition	Compliance/Accreditation/ Standards reference: Standards for RTOs 2015 Standard 1	

REVISION RECORD

Date	Version	Revision description
Oct 12	1.0	IRT College major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration
Mar 14	2.0	Previous Policy to be superseded. Change of name due to findings from external audit August 2012 to better reflect intent of policy to comply with regulatory body interaction requirements. Inserted reference to Chief Financial Officer Deleted background information as it is not necessary Changed reference from Continuous Improvement Committee to Management Committee Included reference to learner acknowledgement of receipt of Training Package change advice & 3 month time frame Changed 18 months to 12 months for superseded quals. Corrected location of documentation.
Mar 15	2.1	Changed 6 month RTO response to comply with requirement of 12 months. Deleted duplicate Transition arrangements point 8#
Jan 15	3.0	Updated to incorporate Standards for RTOs 2015. New format.

1. TITLE

RTO 1.03.842 Training Package Transition

2. POLICY STATEMENT

At IRT College we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing students and those students who may be enrolled during a transition period.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015.

4. SCOPE

Our obligation is underpinned by the Standards for Registered Training Organisations 2015 requiring RTOs to manage their scope of registration to transition from:

- Superseded Training Packages within 12 months of their publication on the national register so that they only deliver currently endorsed Training Packages and currently accredited courses.

This policy is applicable to training package amendments, version changes and newly endorsed training packages.

5. OBJECTIVE

To ensure IRT College is delivering the most current qualification outcome to students and to actively manage the IRT College scope of registration.

6. POLICY DETAILS

IRT College will:

- Monitor the status of training packages and respond to changes in training packages through the IRT College Management Committee to ensure transition to revised, or new training package is managed in a systematic way that integrates changes into all other areas of the IRT College operation.
- IRT College will review training package changes and determine action required from the date of release on the National Register or the transition date as advised by ASQA.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner - General Manager IRT College	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor - Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation - Trainer/Assessor, Administration Coordinator, Student Administration Officer	Implement procedure as per IRT College Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT College On-Boarding procedure
- Via IRT College quarterly meetings
- This is a standard policy - specific education is not required, employees are expected to be familiar with this policy.

9. 9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- Administration Coordinator
- General Manager

The policy will be reviewed every 3 years by the General Manager IRT College. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation
ASQA	Australia Skills Quality Authority

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT College Management Manual
IRT College Procedure Manual
Student Handbook
TP Transition Register
Transition Checklist

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for RTOs 2015 Standard 1

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

<u>1.03.824 Training and Assessment Strategies</u>
<u>1.03.828 Development and Conduct of Assessment</u>