



# **TRAINING PACKAGE TRANSITION POLICY**

## PUBLICATION DETAILS

DGT Employment and Training Operating Principles

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56 Duhig Street  
Toowoomba Qld 4350  
Telephone: 1300 010 185  
Email: [dgt@dgt.org.au](mailto:dgt@dgt.org.au)  
Website: [www.dgt.org.au](http://www.dgt.org.au)

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## NOTE

For the purpose of this document the term "The Company" refers to DGT Employment and Training.

## PURPOSE

This policy and accompanying procedure have been developed to support Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015 (specifically clauses 1.26 and 1.27), to ensure that DGT Training and Employment best meet the needs of students and industry.

## SCOPE

This policy shall apply to all DGT students participating in training and assessment, trainers and assessors, administration staff and stakeholders. The DGT CEO and General Manager - Operations are responsible for delegating to the responsible staff members the task of evaluating the transition arrangements associated with superseded training products as they receive notification from the national register.

## POLICY STATEMENT

### Clause 1.26

- a. Where a training product on DGTs' scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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
- b. Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF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
- c. Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year^ from the date the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
- d. 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.

DGT will not enrol or train any remaining students, issue Qualifications or Statements of Attainments for training products that have passed their transition end date or are no longer published on the national register as per the above timeframes or otherwise advised by the regulator, only replacements will be issued.

### **Superseded training products:**

- i. DGT will conduct a review of the superseded training product and where the replacement training product is equivalent to the superseded qualification, in most cases this will automatically update DGT's scope of registration to include the replacement training product.
- ii. When the training product is not considered equivalent to the earlier version DGT will prepare an application to ASQA for an addition to scope of registration. DGT will be unable to transition students until the new training product is approved and
- iii. During the transition period, students may still commence training in the superseded training product; however, these students must then either be completed or transferred out before the end of the transition period.

### **Deleted or removed training products:**

- i. In the case, where there is no clearly identified replacement qualification for students to transfer to, DGT may identify one that is the closest to meeting the students' needs. If it is practical to transfer students to the suitable qualification DGT will evaluate what best meets the needs of the student. If completing the qualification is the best path for the student, DGT will ensure that all training, assessment and issuance of certification is completed within two years of the date the qualification was removed.
- ii. No new student will commence training or assessment from the date a qualification is removed or deleted from the national register of providers and courses, training.gov.au.
- iii. Two years after a qualification is removed or deleted from the national register, DGT will not enrol or train any remaining students in that qualification or issue that qualification (except as a replacement for a previously issued qualification).

### **Removed or deleted skill sets, units, courses and modules:**

- i. Where a skill set, unit, course or module (not attached to a qualification) is removed or deleted, DGT will ensure that all training, assessment and issuance of certification is completed within one year of the date the skill set, unit or module was removed or deleted.
- ii. No new student to commence training or assessment from the date a skill set, unit, course or module is removed or deleted from the national register.
- iii. One year after a skill set, unit or module is removed or deleted from the national register, DGT will not enrol or train students any remaining students in that skill set, unit, course or module; or issue a statement of attainment for that skill set, unit, course or module, except as a replacement for a previously issued statement of attainment.

When a qualification or accredited course will specify a core or named elective unit or module that has been superseded, removed or deleted from another training package. DGT will continue to include the component/s as named in the qualification or course being delivered.

Where it is identified exceptional circumstances apply to a certain cohort of students to justify delivery beyond the allowable timeframes, ASQA will publish transition extensions at [www.asqa.gov.au](http://www.asqa.gov.au). In such cases, the exemption will apply, but only for delivery to a student whose enrolment matches the identified criteria.

## PROCEDURES

### Training Products Changes

Where a Training Product on DGT's scope of registration has been superseded by a new Training Product, students must be completed (teach-out) and or transitioned from the superseded to the new Training Product in accordance with the Standards for transition rules.

Teach-out is the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, and DGT will ensure learner's training, assessment and AQF certification documentation issuance will be completed.

Transition is where the learner is transitioned into the replacement training product from a training product has been superseded, removed or deleted from the National Register, and DGT has found it to be in the best interests of the student that the allowable timeframe for successful completion is not attainable. Students who agree will be transitioned as soon as practicable.

DGT will complete an evaluation of the changes notified by the national register and implement across the organisations systems and processes using the DGT Transition Plan. This may include applications to scope and amendments to funding contracts for replacement training products that have been considered non-equivalent to the superseded training product.

## VERSION CONTROL LOG

Version Number	Summary of Change	Date of approval
1.0	Initial publication	20.08.2021