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1 PURPOSE

- 1.1 This procedure outlines the process and requirements when managing the transition of students, including apprentices and trainees, from an old to a new training package qualification, skill set or accredited course.

2 SCOPE

- 2.1 This procedure applies to all staff undertaking CQUniversity Vocational Education and Training (VET) operations.

3 PROCEDURE

Notification of new qualification

- 3.1 Where a qualification has been superseded by a new qualification, students must transfer from the superseded qualification to the new qualification in accordance with the Australian Skills Quality Authority (ASQA) transition rules.
- 3.2 The Registration Officer will email the relevant Deputy Deans (VET)/Managers and Qualifications Coordinators details of superseded training packages and qualifications including transition dates and deleted qualifications.
- 3.3 The Registration Officer will update the relevant Study Packages in StudentOne to show the qualification is being phased out.
- 3.4 The Qualifications Coordinator will ensure that the Handbook is updated.

- 3.5 Apprentices, trainees and employers will be notified by the Apprenticeship Liaison Officer that the apprenticeship/traineeship or program must be completed within the 12 month transition period, or the student must transition to the new qualification, as the qualification cannot be issued after the registration expiry date. Evidence of these discussions and the employer's endorsement of decision is to be placed on the student's file.

Registration processes

- 3.6 Registration for revised training package qualifications must be completed within six months from the date the revised package qualification is released on the National Register (<http://training.gov.au/>). During this period action must be taken to review the status and progress of existing students to determine which students can complete their program during the 12 month transition period. Apprentices and/or trainees whose nominal completion dates are outside the transition period must be transitioned to the new qualification.
- 3.7 Superseded qualifications will be removed from the scope of registration immediately after the transition period has passed. Superseded and expired qualifications will not appear on the National Register (www.training.gov.au/) under the scope of registration for CQUniversity after the transition period.

Student transition arrangements

- 3.8 New students may be admitted into superseded qualifications but must be transitioned across to the new qualification as soon as the new qualification has been added to scope.
- 3.9 Qualifications Coordinators will ensure that equivalence mapping is completed to determine transition arrangements for existing students, ensuring students have every opportunity to receive the most current qualification. This information is to be provided to Apprenticeship Liaison Officers where relevant.
- 3.10 Trainers and Assessors will discuss the transition arrangements with current students and, where applicable, employers (for apprentices/trainees).
- 3.11 Transition arrangements must be completed with the students resulted and awarded one month before the expiration of the superseded qualification.

User choice, Certificate 3 guarantee, and higher level skills students

- 3.12 When transitioning a student from a superseded qualification to the new qualification, Outcome Code 65 is to be used where a unit of competency has been successfully completed under the old qualification, but the superseded competency does not map directly into the new competency, therefore requiring additional training and assessment.
- 3.13 Where gap training is required and successfully completed by the student, the Pre-Qualified Supplier must report Outcome Code 65. Using Outcome Code 65 will not affect the number of competencies undertaken to date by the student requiring transition from old to new qualifications. The student is not to be charged any Student Contribution Fees for an enrolment in the competency which is considered to be gap training and will be awarded a 65 outcome in the AVETMISS files when deemed to be competent. The higher Government Contribution and Units of Competency or Point Count between the old and the new qualification will be applied for the student.
- 3.14 Students in this cohort should be enrolled with no fees. Their Study Mode should reflect 'Gap Training' as this prevents fees from being generated and allows the Note ID of 'GAP' to be recorded against that enrolment.

Full fee paying students

- 3.15 Student Contribution Fees will still apply for all full fee paying students. Students can choose between undertaking Recognition of Prior Learning (RPL) or gap training when differences have been identified between the current and new qualification.

- 3.16 Separate availabilities must be created with the relevant liability categories to accommodate transitioning students undertaking RPL training.
- 3.17 Students undertaking gap training shall be allocated a Study Mode of 'Gap Training', which prevents fees from being generated and allows the Note ID of 'GAP' to be recorded against that enrolment.

Workflow

- 3.18 A diagram of the workflow is provided in the [Appendix](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 All staff involved in VET teaching operations must comply with this procedure.
- 4.2 The Director Governance shall ensure staff understand and comply with the requirements of ASQA's General Direction on Learner Transition, and that contractual compliance requirements, for example User Choice, are met.
- 4.3 The Administrator is responsible for ensuring compliance with and monitoring implementation of the procedure and to undertake reviews as required.

Reporting

- 4.4 Reporting is against Outcome 65 in accordance with AVETMISS guidelines.

Records management

- 4.5 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[ASQA General Direction on Learner Transition](#)

[National Vocational Education and Training Regulator Act 2011 \(Cwlth\)](#)

[Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwlth\)](#)

[VET Quality Framework](#)

[Vocational Education and Training \(VET\) Qualifications \(Scope of Registration\) Policy and Procedure](#)

National Register – www.training.gov.au

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	20/07/2019

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Notes	

9 APPENDIX
Appendix A: Transition of a qualification

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Transition of a Qualification

