

1.03.842 TRAINING PACKAGE TRANSITION

What You Need to Know

The purpose of this policy is to ensure IRT Academy is delivering the most current qualification outcome to students and to actively manage the IRT Academy scope of registration.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Principles	At IRT Academy 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.
Purpose	To meet the requirements of: <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011; and • Standards for Registered Training Organisations 2015.
Risk Statement	IRT has a zero risk appetite for failing to meet its legislative obligations.
Scope	All IRT Academy enrolled and potential students and any third party(s) acting on behalf of IRT Academy.
Related Procedure	Training Package Transition
Related Documents	<ul style="list-style-type: none"> • IRT Academy Procedure Manual • Administration Process Manual • Student Handbook • Transition Checklist • 1.03.824 Training and Assessment Strategies • 1.03.828 Development and Conduct of Assessment
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015
Policy Owner	Group Head IRT Academy
Effective Date	June 2021
Review Date	June 2024
Content Manager Reference Number	EDOC2021/0035455

1 POLICY DETAILS

IRT Academy will:

- monitor the status of training packages and respond to changes in training packages through the IRT Academy Management Team 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 Academy operation;
- 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.

Our obligations are 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for Registered Training Organisations 2015, requiring RTOs to manage their scope of registration to transition from superseded Training Packages within 12 months of their publication on the national register so that they only deliver currently endorsed Training Packages and currently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.

In Practice Example:

The Provide First Aid units of competency have been transitioned to new units of competency. They have been deemed by the regulator to be non-equivalent. The Learning & Development Manager proceeds implementing a change plan including; industry consultation, content development (training and assessment) and validation and trainer matrix updates. Evidence is provided to the Group Head IRT Academy to apply to ASQA for the new units to be added to IRT Academy's scope of registration within the transition period designated. The plan also ensures that no students are adversely impacted.

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning & Development Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Implementation - Trainer/Assessor, Learning Solutions Team.	<ul style="list-style-type: none"> Implement procedure as per IRT Academy Procedure Manual & Administration Process Manual.

3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
ASQA	Australia Skills Quality Authority