

RTO007 Policy Transitioning of Training Products

1. Purpose

The purpose of this policy is to ensure that all Health Information Management Association of Australia Limited (HIMAA) Education Services staff and learners know the process for transitioning to new qualifications or new units of competency when qualifications and units of competency have been superseded.

2. Scope

This policy applies to all Education Services staff, learners and Quality and Compliance Officer.

3. Standard 1 Clause 1.26 - 1.27

1.26 Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:

- a) Where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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- b) Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued within a period of two years from the date the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- c) Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill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; and
- d) A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

1.27 The requirements specified in Clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.

4. References

This policy has been developed within the:

- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2015
- Training Package Guidelines
- Australian Qualifications Framework (AQF)
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices

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- RTO003 Policy Learner Support Services
- RTO003 SOP Learner Support Services
- RTO004 Policy Assessment
- RTO004 SOP Assessment
- RTO005 Policy Trainer and Assessors
- RTO005 SOP Trainer and Assessors
- RTO006 Policy Individuals Working Under Supervision of a Trainer
- RTO006 SOP Individuals Working Under Supervision of a Trainer
- RTO007 SOP Transitioning of Training Products
- RTO008 Policy Quality Assurance of RTO Operations
- RTO008 SOP Quality Assurance of RTO Operations
- RTO009 Policy Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO009 SOP Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO011 Policy Providing Accurate and Accessible Information and Advertising and Marketing
- RTO011 SOP Providing Accurate and Accessible Information and Advertising and Marketing
- RTO012 Policy Learners Informed and Protected
- RTO012 SOP Learners Informed and Protected
- RTO013 Policy Complaints and Appeals
- RTO013 SOP Complaints and Appeals
- RTO015 Policy Cooperating and Communicating with the VET Regulator
- RTO015 SOP Cooperating and Communicating with the VET Regulator

5. Policy

5.1 Transitioning of Training Products and Managing Scope of Registration

- 5.1.1 HIMAA ensures that it transitions learners who have enrolled into superseded units of competency or qualifications within the timeframe.
- 5.1.2 HIMAA Education Services staff ensures that they keep up to date with changes to training packages.
- 5.1.3 HIMAA's Quality and Compliance Officer receives notifications through training.gov about any Training Package changes that affect the units of competency on HIMAA's scope of registration.
- 5.1.4 The Quality and Compliance Officer maps the superseded unit of competency to the new unit to identify the changes.
- 5.1.5 HIMAA will not enrol learners into superseded unit/s of competency unless the training package requires delivery of a superseded unit of competency.

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- 5.1.6 HIMAA's Training Manager and Quality and Compliance Officer applies to the registering body for changes to scope of registration when a change to the training package occurs.
- 5.1.7 HIMAA informs students of changes to the training package that may affect their course.

5.2 Education Staff using Current Resources

- 5.2.1 HIMAA's documents are stored on the Document Management System (DMS), Business Applications.
- 5.2.2 Only selected staff can update documents on the DMS.
- 5.2.3 Only current documents and resources can be accessed by staff through the DMS.
- 5.2.4 All documents are Version Controlled.

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