

RTO007 SOP 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transitioning to new qualifications or new units of competency when qualifications and units of competency have been superseded.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 standard operating procedure applies to all Education Services staff, students 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- a) Where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its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- b) Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued within a period of two years from the date the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- c) Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill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1.27 The requirements specified in Clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.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. Definition

AQF Certification Documentation – is the set of official documents that confirms that an AQF qualification of statement of attainment has been issued to an individual.

AQF Qualification – means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Competency – means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

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Module – means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop and appropriate unit of competency.

National Register – means the register maintained by the Commonwealth department responsible for VET and referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.

Scope of registration – means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a) Both private training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) Provide assessment resulting in the issuance of AQF certification documentation by the RTO.

Skill Set – means a single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirements, or a defined industry need.

Statement of Attainment – means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Training Package – means the components of a training package endorsed by the Industry Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: Units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of non-endorsed, quality assured companion volume/s which contains industry advice to RTO's on different aspects of implementation.

Training Product – means AQF qualification, skill set, unit of competency, accredited short course and module.

Unit of competency – means the specification of the standards of performance required in the workplace as defined in a training package.

VET Regulator – means

- a) The National VET Regulator; and
- b) A body of non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

5. References

This standard operating procedure has been developed within the guidelines for:

- 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
- RTO003 Policy Learner Support Services

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- 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

6. Procedure

6.1 Transitioning of Training Products and Managing Scope of Registration

- 6.1.1 HIMAA's Training Manager and Quality and Compliance Officer keep updated with changes to HIMAA's scope of registration by receiving notifications from training.gov.au on changes made to the units of competency on HIMAA's scope.
- 6.1.2 If a notification of change to the training package or the unit of competency is advised through, HIMAA's Quality and Compliance Officer commences the transition process.
- 6.1.3 The Quality and Compliance Officer completes 013 Form Mapping Comparison template and compares the superseded unit to the new unit of competency.
- 6.1.4 Once changes to the unit of competency have been identified the Quality and Compliance Officer discusses the changes at the next weekly Education Services meeting and actions are planned to transition to the new unit of competency.
- 6.1.5 Where gaps are found and the unit is not equivalent, HIMAA's Training Manager transitions the learners who will not complete the training within the twelve month transitioning period to the new unit of competency.

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- 6.1.6 The Training Manager and Education Officers are required to make relevant changes /updates to the assessment tools.
- 6.1.7 Once a draft is completed the Quality and Compliance Officer organises a validation meeting with the Training Manager, Education Officers, Quality and Compliance Officer and, if necessary an industry expert.
- 6.1.8 The assessment tool is approved if it meets the training package requirements as well as the new units:
 - Elements
 - Performance criteria
 - Critical aspects
 - Skills and knowledge
- 6.1.9 An application for change of scope is submitted to the registering body.
- 6.1.10 Once approved by the registering body for the new unit of competency. Learners currently enrolled who will not complete the course prior to the teach-out period ending are informed and transferred to the new course.
- 6.1.11 All new enrolments are enrolled into the new course.
- 6.1.12 HIMAA completes all of the above within twelve months of the package being endorsed and released on training.gov.au.
- 6.1.13 HIMAA's Student Support and Administration Officer will enrol new learners into the new qualification or unit of competency.
- 6.1.14 All learners who are currently enrolled into the previous unit of competency will be given the option to complete the new unit where possible. This gives learners the option of receiving the newest qualification or unit of competency.
- 6.1.15 HIMAA will issue all learners who are deemed competent in the unit of competency with a Statement of Attainment.
- 6.1.16 HIMAA will only enrol students into a superseded unit when a training package requires delivery of a superseded unit of competency.
- 6.2 Education Staff using Current Resources**
 - 6.2.1 All documents, learning resources and forms are to be downloaded from the Document Management System (DMS) within Business Applications.
 - 6.2.2 Only the following staff members are able to update documents on the DMS:
 - Training Manager
 - Education Services Team Leaders
 - Student Support and Administration Officer
 - Quality and Compliance Officer
 - 6.2.3 When documents have been updated on the DMS the person who has uploaded the document needs to inform relevant staff of the change to the document.
 - 6.2.4 The superseded document is automatically archived on the Business Applications system which works only if the document name remains the same. If the name of the document changes a new version is created and the system will not work as there are two versions of the same document.

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- 6.2.5 For policies and procedures and forms, all staff must sign a declaration when they have read the updated policy and procedure.
- 6.2.6 Learners are always issued with current documents

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