

Transitioning to Updated Training Packages and Accredited Courses Policy and Procedure

Policy Purpose

The purpose of this policy is to ensure the smooth transition to updated Training Packages in line with Training Package guidelines or updated vocational accredited courses in line with the course accreditation documentation through a structured and managed approach.

Policy Scope

This policy applies to all Training Package and vocational accredited courses offered through Think: Colleges.

Definitions

Refer to *Glossary of Terms*.

Policy Content

Transitioning is the process of managing students, training and assessment strategies, and assessment materials to meet the requirements of the updated Training Package or accredited course. Think: Colleges must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information System (NTIS) and also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.

Procedure for Implementation

1. Compliance Managers in the Academic Services Division receive updates on Training Packages through newsletters from the State or Territory Registering Body, Industry Skills Council and Training Packages at Work.
2. The Academic Services Division will inform the Head of College (or delegated nominee) of changes to Training Packages. The Head of College (or delegated nominee) will notify the Program Director to develop a *Transition Plan* and *Training and Assessment Strategy*.
3. The Program Director will analyse updated qualification documentation including packaging rules, mapping guidelines, assessment guidelines, unit descriptions, performance criteria, range of variables and evidence guide and produce a detailed *Transition Plan* for each updated course including a *Teach-Out Plan*.
4. The Program Director will produce a matrix mapping the existing units of study to the updated units of study and make recommendations to meet the requirements of the updated Training Package or Accredited Course.
5. The Program Director will commission an Industry Consultation Committee (ICC) to systematically review the *Transition Plan* and *Training and Assessment Strategy* for the new Training Package or Accredited Course. (Refer to the *Course Review Policy and Procedure*)
6. The *Transition Plan* and *Training and Assessment Strategy* will be tabled in the Teaching and Learning Committee for approval. (Refer to the *Teaching and Learning Committee Terms of Reference*)
7. The Program Director will conduct a validation of the assessment instruments for any updated units of study. (Refer to the *Assessment Validation Policy and Procedure*)
8. The Program Director will provide staff and lecturer induction on the updated *Training and Assessment Strategy* and provide professional development if necessary to meet the updated Training Package requirements.
9. Transfer of course credit will be offered to all students to the updated qualification by granting appropriate course credit. Think: Student Services will notify relevant students in writing and all

transfers of course credit will be documented in the student files and HERMES. (Refer to the *Granting of Course Credit Policy and Procedure*)

10. The transition process will be documented and tabled at the next Teaching and Learning Committee meeting for review and evaluation.

Record keeping and confidentiality

Records of all transition of Training Package and Vocational accredited courses handled under this procedure shall be maintained for a period of at least five years for auditing purposes by the State or Territory Registering Body.

Publication

This procedure is to be published for academic staff in the Academic Staff Handbook to ensure new academic staffs have up to date and accurate information publicly available to them.

Responsibility	Compliance Manager, Program Director and Head of College
Record Management	Training and Assessment Strategy Transition Plan Teach-Out Plan Unit of Study Mapping Matrix Industry Consultation Committee Meeting Agenda and Minutes Teaching and Learning Committee Agenda and Minutes Documented Student Course Credit in Student File HERMES
Reference	Course Review Policy Assessment Validation Policy Granting of Course Credit Policy Industry Consultation Committee Terms of Reference Teaching and Learning Committee Terms of Reference Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AQTF 2007 - Condition of Registration 9
Version Number	2.0
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