

POLO14 TRANSITION AND TEACH OUT POLICY

This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163

This policy outlines the approach of, and method adopted by, the RTO with respect to the transition and teach out of a training product prior to the expiry date on the National Register (training.gov.au – TGA). This policy demonstrates the RTO's compliance with Standards 1.26 -1.27 of the Standards for Registered Training Organisations (RTOs) 2015 and applies to all nationally recognised training provided on the RTO's scope of registration.

RTO OBLIGATIONS

When a training product is removed, superseded, or deleted the RTO will ensure that:

- a) No new learners are enrolled into training products that have been removed or deleted from the National Register.
- b) Existing Learners are provided with an opportunity to complete training and assessment and be issued with the applicable AQF certificate documentation or be transitioned into the replacement product within 12 months of the replacement product appearing on the National Register.
- c) Existing learners participating in any superseded or non-current training product will be provided with two years from the date the training products was removed or deleted from the National Register to complete all training and assessment and be issued with the applicable certification documentation. Where an extension beyond two years applies, this additional teach out timeframe will apply.
- d) Impacted learners are advised of any transition or teach out requirements as soon as reasonably practicable.

The above requirements are not applicable where a training package required the delivery of a superseded unit of competency. Transition and teach out periods may be extended – extended transition periods can be found on ASQA's website [here](#).

TRANSITION AND TEACH OUT PROCESS

The table on the following page describes the tasks that will be carried out by RTO staff to monitor and action any transition and teach out needs in accordance with the above obligations.

Task	Responsible
Subscribe to notifications for all training products on the RTO's scope of registration	Training Director/Compliance Manager/Learning and Development Coordinator
Review changes to training product and notify relevant staff	Compliance Manager
Prepare comparison on training product versions	Compliance Manager/Learning Development Coordinator
Determine transition and resourcing timelines	Training Director/Compliance Manager/Learning and Development Coordinator/Relevant training managers and course coordinators /Relevant trainers and assessors
Obtain or develop learning and assessment materials to deliver the new training product	Compliance Manager/Learning and Development Coordinator
Draft new training product Training and Assessment Strategy (TAS)	Compliance Manager/RTO Compliance and Administration Officer
Notify impacted students of the transition and or teach out requirements. <i>Notifications will be sent via email within 6 months of the release date of the new training product on the National Register.</i>	Training Director/Compliance Manager/Relevant training managers and course coordinators
TAS review and validation conducted <i>Draft TAS documentation will be reviewed by the Continuous Improvement committee prior to industry consultation and validation.</i>	Training Director/Compliance Manager/RTO Compliance and Administration Officer/Relevant training managers and course coordinators/Industry representatives /Relevant trainers and assessors
Configure the new training product in RTO Systems	Compliance Manager
Review and adjust marketing and advertising materials	Compliance Manager/RTO Compliance and Administration Officer/Relevant training managers and course coordinators
Prepare new enrolments	Relevant training managers and course coordinators
Complete or conclude past enrolments, issuing the appropriate certification documentation	Relevant managers and course coordinators
Archive the past training product in all RTO systems	Compliance Manager

Definitions

- **Training product** refers to any AQF qualification, skill set, unit of competency, accredited short course or module listed on the National Register.
- **Transition** refers to the action required where a training product has been superseded, removed, or deleted from the National Register and the learner is transitioned into the replacement training product.
- **Teach out** refers to the allowable time where a training product has been superseded, removed, or deleted from the National Register can continue to be delivered and assessed for existing learners.
- **RTO Systems** refers to the systems used by the RTO to deliver and assess the training product. Systems may include Canvas, VETtrak, Catapult and AVETARS.
- **ASQA** refers to the Australian Skills Quality Authority who is the national regulator for Australia's vocational education and training sector.

DOCUMENT INFO

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015 – Standard 1.26, 1.27 and 4.1

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