



DTW Designs (Qld) Pty Ltd
RTO 31507
21 Toolara Street
The Gap Queensland 4061

Transition of Training Packages Policy

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Purpose

DTW Designs (Qld) Pty Ltd is committed to providing quality training and assessment following the Standards for Registered Training Organisations (SRTOs 2015). As such, DTW Designs (Qld) Pty Ltd is required to transition the scope of delivery and clients to new Training products promptly.

Policy Statement

DTW Designs (Qld) Pty Ltd is committed to ensuring clients have access to and attain a qualification that most closely represents the current skill needs of the industry.

DTW Designs (Qld) Pty Ltd ensures that it has effective and efficient practices in place:

- To monitor the currency of training products;
- To maintain the currency of its scope of registration;
- For the transition of training products
- For the transfer of clients to upgraded Training Package qualifications and VET Accredited courses.

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF Certification Documentation

Is the set of official documents that confirms that an AQF qualification or 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.

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 provide 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.



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 and Skills Council or its delegate following 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 a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

Training Product

Means AQF qualification, skill set, unit of competency, accredited short course and module.

VET Regulator

Means:

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

Policy Principles

Industry Currency – Qualifications

- c) An AQF Qualification or VET Accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Transitioning Clients

Client needs are best served by transitioning clients into replacement qualifications as soon as possible:

- a) Where a training product on DTW Designs (Qld) Pty Ltd scope of registration is superseded, all clients' training and assessment are to be completed and the relevant AQF certification documentation issued, or clients transferred into the replacement qualification, within one (1) year from the date the replacement training product was released on the National Register (www.tga.gov.au). (SRTO 1.26a)
 - i. Clients who will complete their learning and be issued a qualification or statement of attainment within the one-year transition period do not need to be transferred to the replacement training product.



- b) Where an AQF qualification is no longer current and has been removed or deleted (i.e. it has not been superseded), all clients' training and assessment are completed and the relevant AQF certification documentation issued within two (2) years from the date the AQF qualification was removed or deleted from the National Register. (SRTO 1.26b)
- c) Where a skill set, unit of competency, accredited short course or module is no longer current and has been removed or deleted (i.e. it has not been superseded) all clients' training and assessment is to be completed and the relevant AQF certification documentation issued within one (1) year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National register. (SRTO 1.26c)
- d) No new enrolments or commencements will be accepted into any training product that has been removed or deleted from the National Register. (SRTO 1.26d)

Superseded Units in Secondary Training Packages

- a) The requirements of 4.1 and 4.2 above do not apply, where a secondary Training Package, still contains and requires the completion of a superseded unit of competency (from a "parent" Training Package). (SRTO 1.27) [for example a BSB unit within a CPP qualification]

Changes to Scope – Superseded training products

- a) If an Industry Skills Council (ISC) deems that a replacement training product is equivalent to the superseded training product, DTW Designs (Qld) Pty Ltd scope of registration will be automatically updated by the VET Regulator to include the replacement Training product.
- b) If the replacement training product is considered "not equivalent" to the superseded training product, DTW Designs (Qld) Pty Ltd will need to (before transferring any client enrolments):
 - i. Apply for the replacement product to be added to the scope of registration; and
 - ii. Approve the application.
- c) One (1) year from the date a training product was superseded, the VET Regulator will remove the superseded training product from DTW Designs (Qld) Pty Ltd scope of registration. From this date DTW Designs (Qld) Pty Ltd will not:
 - i. Enrol or train clients in that training product; and/or
 - ii. Issue a qualification or statement of attainment for that training product (except reprint/replacement documentation for previously issued certification).



Changes to Scope – Deleted or Removed Qualification

- a) From time to time, ISCs may determine that a qualification will be removed or deleted without being replaced by another qualification. There is, therefore, no replacement qualification into which clients can be transferred.
 - i. DTW Designs (Qld) Pty Ltd will determine, in consultation with the client, an alternative qualification to meet client needs.
- b) DTW Designs (Qld) Pty Ltd will not allow a client to commence training or assessment into a training product that has been deleted or removed, from the date the training product is removed from the National Register.
- c) Two (2) years after a qualification has been removed or deleted from the national register, the VET Regulator will remove the qualification from DTW Designs (Qld) Pty Ltd scope of registration. From this date DTW Designs (Qld) Pty Ltd will not:
 - i. Enrol or train clients in that qualification; and/or
 - ii. Issue a qualification for that training product (except reprint/replacement documentation for a previously issued qualification).

Changes to Scope – Deleted or Removed Skills Set, Unit of competency, Course or Module

- a) From time to time, ISCs may determine that a skill set, unit, course or module will be removed or deleted without being replaced. There is, therefore, no replacement into which clients can be transferred.
 - i. DTW Designs (Qld) Pty Ltd will determine, in consultation with the client, an alternative training product to meet client needs.
- b) DTW Designs (Qld) Pty Ltd will not allow a client to commence training or assessment into a training product that has been deleted or removed from the date the training product is removed from the National Register.
- c) One (1) years after a skill set, unit or module has been removed or deleted from the national register; the VET Regulator will remove the skill set, unit or module from DTW Designs (Qld) Pty Ltd scope of registration. From this date DTW Designs (Qld) Pty Ltd will not:
 - i. Enrol or train clients in that qualification; and/ or
 - ii. Issue a Statement of Attainment for that training product (except reprint/replacement documentation for a previously issued Statement of Attainment).

DTW Designs (Qld) Pty Ltd Responsibilities

The Managing Director DTW Designs (Qld) Pty Ltd is responsible for ensuring compliance with this policy.

Access & Equity

The DTW Designs (Qld) Pty Ltd Access & Equity Policy applies. (See Access & Equity Policy)



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Records Management

All documentation from Enrolment and transition processes are maintained following the Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All enrolment and transition practices are monitored by the Managing Director DTW Designs (Qld) Pty Ltd and areas for improvement identified and acted upon. (See Continuous Improvement Policy)