Transition of Training Packages Procedures

Amendment to Scope of Delivery

STEP 1 – Confirming Transition with client

No.	Who	Actions
1.1	**Director**	a) Upon advice that a Training Product is being superseded and replaced, confirm details and timeframes through Industry Skills council (ISC). b) Determine if the RTO scope will be upgraded automatically, or whether a change in scope request is required to be lodged with the VET Regulator. c) If a change of Scope application is required, determine effective timeframes. d) Develop a timeline the actions for the increase in scope, ensuring all products and services will be available on time. e) Keep relevant personnel, including the Compliance Manager, updated with transition of scope process and timeframes. f) Develop Training and Assessment Strategy and training and assessment resources; in accordance with '**Training & Assessment Strategy and Resources Policy and procedures'**. g) Develop new Marketing Materials for new training product; in accordance with '**Marketing Policy and procedures'**. h) When all resources are ready, lodge the Extension of Scope with the VET Regulator. i) Once extension of scope has been granted and appears on the National Register, clients can be transferred to the new training product. j) Advise Compliance Manager and Trainer/Assessors of confirmation of new scope.

Transition of Training Packages Procedures

Transition of clients

STEP 1 – Confirming Transition with client

No.	Who	Actions
1.1	**Trainer and Assessor**	a) Upon advice that a Training Product is being superseded and replaced, conduct a review/report on all Clients who are currently enrolled in the superseded training product. b) Determine the likelihood for each client to complete the program within the next twelve (12) months. c) Contact each client and advise of the situation with the training product and their option to : i. Complete the existing program within the next twelve (12) months; or ii. Transfer to the new training product. d) Advise each client of the process, the timeframes and consequences of NOT completing within the next `12 months. e) Gain advice from the client on their preference. f) For clients who choose to transfer to the new training product, have the client complete the **'Transition Qualification Form'** and send return. g) Once received the **'Transition Qualification Form':** i. Process equivalence and credit transfer for all relevant units, in accordance with guidelines from industry Skills Council (ISC) documentation. h) Wait for RTO Scope to be updated with new training products.
1.2	**Trainer and Assessor**	a) Once RTO Scope has been updated; Provide all documentation to Admin for processing.
STEP 2 – Processing Transfer		
2.1	**Admin**	a) Once received the **'Transition Qualification Form'** and relevant details regarding unit equivalences and credit transfers**:** ii. Complete the course transfer in SMS; iii. Update the client file; iv. Organise Training Schedule or Training Plan to be updated. b) Send confirmation of new qualification, training schedule/training plan to clients. c) Advise relevant Trainer / Assessor. d) Place all documentation on the client file and store.