**Canberra Institute
of Technology**

RTO Code 0101 | CRICOS No. 00001K

Course Transition Procedure

Contents

Owner: Executive Director, Education Futures and Students
TRIM Number: CIT2024/611
Category: Training
Approval for Open Access (if no please provide reason)

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1. Associated policy

The *Course Transition Procedure* has been developed in conjunction with the *Course Transition Policy*.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- students enrolled in nationally accredited training products (qualifications, units of competency, skill sets or accredited courses)

- CIT teaching areas delivering and assessing nationally accredited training products

- relevant support areas contributing to students' transitions to replacement nationally accredited training products or completion of deleted or superseded nationally accredited training products.

This procedure does not include courses which are not linked to nationally accredited training products.

3. Procedures

Decisions to add new nationally accredited training products to CIT's scope of registration or remove training products from CIT's scope of registration will be approved by the Executive Management Committee (EMC) on advice from the Academic Council, via the Teaching and Learning Quality Committee.

Students are entitled to graduate with a qualification that reflects the current skill needs of the relevant industry. All nationally recognised training products (qualifications, units of competency, skill sets or accredited courses) undergo quality review for continuous improvement purposes. As an outcome existing training products are no longer current (the training product has been superseded, removed, or deleted from the National Register - training.gov.au [TGA]).

The Standards for RTOs 2015 provide for a transition period of 12 months for superseded courses, skill sets (Statement of Attainment) and units and 24 months for completion of qualifications or recognised training products where products are to be deleted from the National Register.

From time-to-time ASQA will advise of an extended timeframe (national extension) for transition where this is in the best interest of the students and/or industry.

Note: These extensions do not appear on the National Register, they are listed on ASQAs website.

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3.1 Requirements for Superseded Training Packages

Step	Action	Responsibility
1	Register to get notifications from training.gov.au for changes to training products in their remit. Monitor the requirements of the *MoU – Subsidised Training* between CIT and Skills Canberra. Advise the Senior Education Leader and Education Design and Delivery Lead within five working days or notifications.	Academic Registrar
2	Subscribe to email alerts training.gov.au and monitor the requirements of the *MoU – Subsidised Training* between CIT and Skills Canberra.	Education Design and Delivery Lead Senior Education Leader College Directors Heads of Department Educators
3	Advise all College Directors, Heads of Department, and relevant support staff by email within 5 working days of the notification alert email from training.gov.au that: • a training product on CIT's Scope of Registration will be superseded • a Transition Plan will be enacted • the educators will consider the Transition Plan at each team meeting during the transition period.	Head of Department Program Services
4	Collaboratively develop a Transition Plan.	Head of Department Head of Department Program Services Senior Educators Senior Manager CIT Apprenticeships and Traineeships (for courses with Australian Apprenticeship enrolments)
5	Quality assure each Transition Plan.	Head of Department Program Services
6	Upload documents to the relevant SharePoint site.	Head of Department

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Step	Action	Responsibility
7	Within one calendar month of development of the Transition, provide written communication to all students, employers and other external partners impacted by the training product being superseded.	Head of Department Senior Manager CIT Apprenticeships and Traineeships for apprentices and employers International Student Unit
8	Approve and monitor implementation of the Transition Plan and report outcomes at least monthly to the Senior Education Leader and Education Design and Delivery Lead (Refer: ***Amendment to Scope of Registration Policy - 3.1.6***).	College Directors
9	Maintain a CIT schedule of courses in transition and dates for course finalisation and report schedule to the Senior Education Leader Education Design and Delivery Lead.	Academic Registrar Head of Department Program Services
10	Report progress towards achieving Transition Plans to Executive Management Team and Academic Council Teaching and Learning Quality Committee.	College Directors

3.2   Requirements for Deleted Training Products

Deletions from the scope of registration may occur:
- automatically by ASQA when the transition period passes, or the date of expiry is reached for a superseded training product that is currently on the scope of registration
- under the terms of the Delegation Agreement with ASQA for non-equivalent versions of superseded training products
- As an outcome of a decision by CIT to close a course (refer: ***Amendment to Scope of Registration Procedure*** and ***Course Closure Procedure***).

Step	Action	Responsibility
1	Subscribe to email alerts training.gov.au and ensure understanding of the requirements of the MoU – Subsidised Training between CIT and Skills Canberra and NSW Smart and Skilled Guidelines.	College Directors, Heads of Department and Educators
2	Advise all College Directors, Heads of Department, and relevant support staff by email within five working days of the notification alert email from training.gov.au that:	Head of Department Program Services

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Step	Action	Responsibility
	• a training product on CIT's Scope of Registration will be deleted • a Transition Plan will be enacted • the educators will consider the Transition Plan at each team meeting during the transition period.	
3	With the support of Program Services develop a Transition Plan and: • ensure no new enrolments occur in VET Accredited Courses and standalone courses/units to be deleted from the National Register • where enrolments occur, ensure the student can complete the enrolled units in the period of transition or be transitioned prior to the deletion from the National Register • manage student communication.	Head of Department
4	Remove marketing and promotional materials for the course. Inform CIT marketing and the Head of Department to remove marketing and promotional material. Change the availability status of the course on the Student Management System. If the course is available for Australian Apprenticeships, close the qualification in AVETARS (ACT) and request to remove from CIT's Approved Qualifications Activity Schedule (NSW).	Academic Registrar Senior Manager CIT Apprenticeships and Traineeships
5	Within 3 months of the development of the Transition Plan provide written communication to all students, employers and other external partners impacted by the expiry or deletion of a nationally accredited training product.	Head of Department
6	Monitor students' progress towards completing the training products in the 24 months before the expiry date and report outcomes monthly to the Senior Education Leader and Executive, Education Futures & Students.	Head of Department
7	Maintain a CIT schedule of deleted courses, dates for course finalisation and report the schedule to the Senior Education Leader.	Head of Department Program Services
8	Report students' progress towards completion of training products to the Executive Management Committee and Academic Council.	Education Design and Delivery Lead

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4. Supporting Documents

4.1 Legislation/Regulation

- *Standards for Registered Training Organisations 2015*

- *Skills Canberra Guidelines (for apprentices/trainees)*

- *NSW Smart and Skilled Guidelines and Policies*

- *ASQA General Direction on Learner Transition*

4.2 Policy and Procedures

- *Amendment to Scope of Registration Procedure*

- *Course Closure Procedure*

- *Course Transition Policy - VET*

- *Credit Transfer Policy*

- *Credit Transfer Procedure*

- *Industry and Community Engagement (Training and Assessment) Procedure*

- *Recognition of Prior Learning Procedure*

- *Resulting Policy*

4.3 Documents

- Related CRICOS information on the intranet

- Related apprenticeship/traineeship information on the intranet

- Related information for domestic students on the intranet.

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. Specific terms referred to in this procedure are:

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AQF Certification Documentation	An AQF qualification type endorsed in a training package or accredited in a VET accredited course
AVETARS	The ACT Vocational Education and Training Administration Records System (AVETARS) is the online application used by Skills Canberra to manage vocational education and training initiatives in the ACT. This system manages the approval, variation and completion of Australian Apprenticeship Training Contracts in the ACT and lists qualifications, subsidies, and fees available with approved training providers in the ACT.
CIT's Approved Qualification Activity Schedule	Lists all qualifications that the Training Services NSW has approved CIT to deliver subsidised training to NSW apprentices and trainees.
National Register (TGA)	Is a joint initiative of the Australian and State and Territory Governments and is the authoritative source of information on training packages, units of competency, skill sets, accredited courses and registered training organisations. It includes current, non-current and superseded qualifications and units. The National Register of Vocational Education and Training can be found at the following website: https://training.gov.au
Nationally Accredited Training Course	Means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses 2021. All accredited courses in Australia are listed on the National Register (TGA). The National Register only lists the code and title for each unit of competency in an accredited course.
Skill Set	A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.
Training Package	The components of a training package endorsed by the Industry and 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 a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.
Transition period	Is when a nationally accredited training product has been superseded, removed, or deleted from the National Register (TGA), the allowable

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	timeframe within which the student's training, assessment, and AQF certification documentation issuance must be completed or
	in the case of a superseded nationally accredited training product, within which the student is transitioned into the replacement nationally accredited training product.
	Nationally accredited training products classified as removed or deleted, means they are not replaced by a newer version.
Nationally accredited training product	Means AQF qualification, skill set, unit of competency, nationally accredited short course, and module.
VET	Vocational Education and Training.
VET accredited courses	A VET accredited course is designed and written by an RTO or organisation to address a skills gap for industry, where there is not an endorsed training package. A VET accredited course has five-year life before the course expires.
VET Regulator	Means: a) the National VET Regulator Australian Skills Quality Authority (ASQA); and b) a body of a non-referring State or Territory that is responsible for the kinds of matters dealt with under the VET legislation for that State or Territory.
Student Management System	BANNER is used to manage student enrolments and resulting.

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