

Purpose

This policy and procedure ensures that Western Business School develops training and assessment strategies for the purpose of addition to scope, changes to delivery arrangements and when qualifications are in transition.

Scope

The policy and procedure has been designed to support the Standards for Registered Training Organisations 2015 including, but not limited to:
Standard 1 1.26 - 1.27

Government funded contracts:

- New South Wales - Smart and Skilled Contract – 4.4
- Victoria – VET Funding Contract 2018 – 2019 – Schedule 1 Clause 13.14

Responsibility

- The General Manager is responsible for implementation of this policy and procedure.
- The National Operations and Administration Manager is responsible for maintaining this policy and procedure.

Policy

Transitioning

1. Western Business School will always use the most up to date versions of Training Packages and Accredited Courses as released.
2. Where a training product on the scope of registration is superseded, all learners' training and assessment will be completed within a period of one year from the date the replacement training product was released on the National Register or will be transitioned into the new qualification within 1 year of the release date on the National Register.
3. The relevant AQF certification documentation will be issued to trainees.
4. Where the qualification is superseded and deemed equivalent, the RTO will award and issue the most recent qualification through credit transfer arrangements.
5. If a qualification on scope is no longer current and has not been superseded, all learners' training and assessment will be completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.
6. In the event WBS delivers skill sets, individual units of competency, accredited short courses or modules and they are no longer current and are not been superseded, WBS will ensure all

Western Business School is a registered trading name of WPC Group Ltd

Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.

Document No.: RTO_PP325

Western Business School Provider ID 4183

Authorised by: General Manager

Document Owner: RTO Administration Manager

Page 1 of 4

Original Issue: 18/3/2014

Current Version 24/09/2018

Review Date: 24/09/2020

- training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
7. No new trainees will commence training and assessment in a training product that has been removed or deleted from the National Register.
 8. WBS will apply the rules of training packages at all times and where a training package requires the delivery of a superseded unit of competency, the superseded unit code and title will be used.
 9. For the purposes of State Funded contracts, where a qualification is superseded, but not updated as being funded in the future, Western Business School will continue to deliver training to the relevant cohort, for the appropriate period, whether the qualification attracts funding or not.
 10. Administration will seek clarification from the relevant State department in relation to funding arrangements before making an application for funding.

Addition to scope

11. When adding qualification to scope the training package used will be the most current and will be confirmed before development of the training and assessment strategy.
 12. Industry consultation will be undertaken in accordance with the industry engagement policy before an application for addition to scope is submitted.
 13. Resources will be sourced, either developed or purchased before implementation of the training program.
 14. Training will not commence until the new qualification is approved and listed on training.gov.au.
15. The General Manager will subscribe to training.gov.au and to the relevant Skills Service Organisation to ensure WBS is notified of updates to training packages. For Business Services, PwC's is the SSO>

Procedure

1. Training Package Requirements

- National Operations and Administration Manager, or delegate checks Training.gov.au for updates quarterly - January, April, July, October
- National Operations and Administration Manager to keep up to date with Training Package information using website AISC <https://www.aisc.net.au/content/training-packages>
-

2. Training Package Release

When there is a new release or revision of a Training Package that relates to qualifications / courses / units on Scope of Registration, the following must occur:

- The Training Package is immediately reviewed and/or downloaded from Training.gov.
- Establish which qualifications / units are on WBS Scope of Registration and therefore affected by the change.
- Identify any licensing requirements (if applicable) associated with the new qualifications / units proposed.
- Map current learning and assessment materials to revised Training Packages.
-
- Obtain new learning and assessment materials for revised Training Package where gaps have been identified and map learning and assessment materials to revised Training Package.
- Identify the required process for adding the course to your Scope of Registration.
- Conduct industry consultation, if appropriate

Western Business School is a registered trading name of WPC Group Ltd

Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.

- Draft a Training and Assessment strategy for each of these qualifications / courses / units in accordance with the 'T&A Strategy's Policy and Procedure'.
- Confirm TAS through further industry consultation
- Plan the transitional arrangements including new enrolment dates, transfer of currently enrolled students etc.

N.B: Some of the qualifications may be granted automatically to RTO's Scope of Registration while others will require an application to [ASQA](#).

3. Placing new Training package on Scope of Registration

- General Manager to identify timeline for new Training Package to be placed into Scope of Registration.
- Review Purchasing Guide when released (for Victoria only).
- Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package.
- Initiate process for the new Training Package to be implemented including Training & Assessment strategies that can be implemented and industry consultation.
- Ensure appropriate staff are available to train and assess the new course

4. Update Internal Paperwork / Systems

- Update internal paperwork with new titles, codes and descriptions of qualifications / courses / units including:
 - All internal Documents
 - Client/Participant Handbook(s)
 - Marketing Material (including website if applicable)
 - Student records management system
 - Learning Materials
 - Assessment tools

5. Staff Professional Development

- Training Manager to ensure relevant staff attends Industry based run workshop(s) if applicable.
- Map current staff qualifications and experience to the revised Training Package.
- Conduct Professional Development with trainers and assessors who would be delivering the revised Training Package.
- Validate learning and assessment materials to ensure they meet the needs of the new Training Package.
- Ensure staff have a planned professional development approach as identified in the staff appraisals and Professional Development policy and procedure.

6. Roll out of new course

- Validate learning materials and assessment.
- Timeline confirmed for implementation of new course.
- Process identified to complete or transfer students enrolled in superseded course.
- Management, staff and key stakeholders are made aware of the change of qualifications through relevant meetings and communication channels.

7. Transition of currently enrolled students

In Victoria, for funded students, WBS will not accept any new enrolments in the new qualification/s being replaced by the new Training Package until the new Purchasing Guide has been released by the relevant State Authority.

Western Business School is a registered trading name of WPC Group Ltd

Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.

Document No.: RTO_PP325

Western Business School Provider ID 4183

Authorised by: General Manager

Document Owner: RTO Administration Manager

Page 3 of 4

Original Issue: 18/3/2014

Current Version 24/09/2018

Review Date: 24/09/2020

A transition date will be stipulated that specifies the date that the RTO must not accept any new enrolments in the qualifications or accredited courses being replaced by the new Training Package.

The National Administration and Operations Manager must plan the transition arrangements of students currently enrolled in courses being replaced by the new training package. All students that are currently enrolled in a qualification that has been superseded will have their progress reviewed and, where applicable, will have their enrolment transferred to the most current course outcomes.

To ensure a consistent approach to the transitional arrangements for students the following steps are to be taken:

- All currently enrolled student's files to be reviewed. Student progress is to be reviewed to determine if students are able to complete their course enrolment within a reasonable timeframe
- Where it is determined the timeframe to complete the course is not appropriate then the student's enrolment must be transferred to the newer course being offered.
- When transferring a student to a new course the following must occur:
 - Ensure all assessments are up to date and the student's progress is up to date in the existing enrolment
 - Complete all relevant enrolment paperwork for the new course
 - Map the student's progress to the new course using the mapping information within the Training Package and relevant State Authority Purchasing Guide.
 - Complete the RPL process to the new course for delivery and assessment already conducted
 - Determine remaining delivery and assessment requirements and develop training plan.

Western Business School is a registered trading name of WPC Group Ltd

Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.

Document No.: RTO_PP325

Western Business School Provider ID 4183

Authorised by: General Manager

Document Owner: RTO Administration Manager

Page 4 of 4

Original Issue: 18/3/2014

Current Version 24/09/2018

Review Date: 24/09/2020