

## LEARNER TRANSITION

### POLICY

The Standards for RTOs 2015 (Clause 1.26 and 1.27 ) include specific provisions relating to superseded training packages and accredited VET courses.

LCAD will soon as practicable transition all students from a superseded or cancelled Unit of Competency or Qualification to its new, updated, version once it is listed on the National Register: [www.training.gov.au](http://www.training.gov.au).

The college will prepare new assessment and teaching materials and once completed will move students to that program.

The college will complete the learner transition within 12 months of any the changes.

The college will continue to enrol students in superseded / cancelled qualifications /units of competencies until the college is ready to make to shift all its student cohorts at one time. This will be done within the 12 months of the changes registered on the national register.

No longer will the college teach-out any superseded / cancelled qualifications /units of competencies but will make every effort to transfer students to the new qualification/units of competency as soon as practicable.

The compliance body, ASQA, does not need to be advised when LCAD is transferring students to an updated program.

ASQA needs to give approval if a cohort of students transferring or changing will detrimentally effect learning or chances of completing their qualification.

ASQA is unlikely to give approval in cases of individual students.

### PROCEDURE

Upcoming changes or updates to courses on our Scope are normally announced through emails from Government departments such as TGA or My Skills, or ASQA. Advice is given if a qualification or unit of competency has changed or been superseded.

When ready, LCAD will prepare a new TAS for qualifications or update the existing one if the change effects a unit of competency.

A new S19 TASK COMPLETION RECORD is created and the student's records are transition over to it.

The S19 TASK COMPLETION RECORD is an ongoing record of the student's completions for individual units and full courses. It is normally kept as a hard file in the student folder, showing their course progress.

In many cases, transitioning a student's results may be given as Credit Transfer (if the units of competency are the same or equivalent as those in the original qualification). In other cases, the transition may involve an RPL process. The full RPL documentation is not always necessary if the initial study or RPL was completed at LCAD.

See college policies: S7 RPL PP and S7 CT PP.

### CHECKING

The college also receives information and updates advising of any changes to courses or training packages.

The register MCI 4.0 COLLEGE Compliance CHECKLIST checks our Scope and if any changes are or have been made.

The register is check annually and changes are recorded using MCI 7 Training Package, Resources & TAS Checklist

Go to [www.training.gov.au](http://www.training.gov.au) / and click on National Register of Vet / enter RTO number: 22248 / click on Scope.

Check qualifications under Scope and read summary for any changes. Check that the qualification code matches the ones we deliver.

Check that the units of competency codes match the ones we deliver.

**Important to note:** if you become aware that a unit of competency has changed / been updated but is not listed as changed under our scope – we must continue to deliver the qualification version under our scope and not any other.

Any questions ring **ASQA** on **1300 701 801** between 9.00 am and 7.00 pm / option 2

**IBSA** is the Skills Council that will make changes to our Diploma qualifications. Check any changes made or forthcoming at [www.ibsa.org.au](http://www.ibsa.org.au)

Also check InfoHUB at IBSA

User: [admin@latrobecollege.com.au](mailto:admin@latrobecollege.com.au)

PW: spotty250462

Important information is saved under GOVERTMENT folder tab 20

If any changes are made, the following documents must be changed or examined:

Under College/ Courses / Diplomas:

1. Learning & Assessment Strategies,
2. Unit Outlines
3. Project Assessment Tools (PAT's)
4. Knowledge Tools (KT's)
5. Lesson Plans?