



No.4.1.8: Transition and Teach out Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.26; 1.27;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy and procedure is to ensure that:

- Waratah Polytechnic will ensure that students are not enrolled in qualifications/courses that adversely affect their opportunities for employment, residency status and/or future study pathways
- Waratah Polytechnic must deliver the current training product to a student, unless the student would be genuinely disadvantaged by undertaking that training product, that is if the genuine disadvantage to them in doing so outweighs the benefits of continuing training in and being issued with a Qualification or Statement of Attainment for a superseded or deleted training package qualification or superseded / expired accredited courses
- Waratah Polytechnic will provide timely and adequate advice and guidance to students.
- The transfer of students will be undertaken in collaboration with the student and Waratah Polytechnic in accordance with the Standards for RTOs 2015
- If the qualification or course in which the students are enrolled in is superseded/deleted/expired Waratah Polytechnic will ensure students are given the opportunity to transfer to replacement training package qualifications and accredited courses or other currently endorsed training packages or accredited courses.

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- Confirmation of correct transition and teach out requirements is ensured by complying with this Standard.

Objectives

The objective of this policy and procedure is to ensure that Waratah Polytechnic;

- Personnel are aware of their responsibilities and obligations
- Has a suitable and appropriate handling system for transition and teach out
- The policy framework complies with the transition and teach out Guidelines

Scope

This policy and procedure apply to all of Waratah Polytechnic staff and students.

General Processes

1. The overarching principle

The overarching principle of this procedure is that Waratah Polytechnic must deliver the current (endorsed or accredited) training product to a student, unless the student would be genuinely disadvantaged in undertaking that product. Genuine disadvantage/exceptional circumstances identified by ASQA include, but are not limited, to the following possible scenarios:

- A requirement to undertake additional units of competency
- A fundamental change in the structure of content of the qualification or course
- A significant change in training venue or delivery mode
- The outcome of the new/revised qualification not being recognised by an industry licensing/regulatory body
 - Waratah Polytechnic's training and assessment practices must be relevant to the needs of industry and informed by industry engagement
- An extension to the enrolment period
- An additional financial expense
- A change to apprenticeship/traineeship contract terms
- A change to the residency visa status

Note that exceptional circumstances used are not the same as those identified as reasons for genuine disadvantage.

Rules and Actions for Commencing Students:

- All commencing students are to be enrolled into the current course
- While commencing students may be enrolled into a superseded course, this would only occur within the transition period (12 months) and until the new course is added to Waratah Polytechnic's scope.

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2. Renewal of required policies

Waratah Polytechnic applies the principle that a student will be allowed to complete the course in which they originally enrolled or be transferred to the replacement course with minimum disadvantage.

Waratah Polytechnic will teach out students enrolled within a superseded course during the transition period.

If exceptional circumstances exist, then an extra six months (18 months from the date of publication of the replacement course) is available in which the teach out of the superseded course must be completed.

Each case will be considered individually by the Trainers/PEO. Industry and management consultation will be considered in this assessment. Where possible, students will be provided with the opportunity to transfer to the new qualification. When making the decision to transfer to the new qualification the following should be considered;

- proportion of the qualification that has been completed
- the degree of alignment with the new qualification
- potential advantage or disadvantage to student

Current students will be advised in writing as soon as possible of the detailed requirements, for transfer to a replacement Training Package qualification or accredited course.

3. Training product

Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, Waratah Polytechnic will ensure that:

- Where a training product on Waratah Polytechnic's scope of registration is superseded, all students' training and assessment is completed and the relevant AQF certification documentation is issued or students are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register.
- Where an AQF qualification is no longer current and has not been superseded, all students' training and assessment is 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.
- Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all students' 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, and
- A new student does not commence training and assessment in a training product that has been removed or deleted from the National Register.

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The requirements specified in Clause 1.26 do not apply where a training package requires the delivery of a superseded unit of competency.

It is a condition of registration that an Australian Skills Quality Authority (ASQA) Registered Training Organisation (RTO) must comply with any General Directions issued by ASQA under the National Vocational Education and Training Regulator Act 2011 (Cwlth).

The purpose of this procedure is to outline the processes Waratah Polytechnic has determined are to be undertaken and the documentary evidence to be maintained to meet ASQA's General Direction: Transition & Teach Out, when Waratah Polytechnic believes exceptional circumstances apply that require it to continue to deliver a superseded qualification to one or more current students beyond the designated teach out period.

This policy is based on the Australian Skills Quality Authority (ASQA) Publication - ASQA's General Direction: Transition & Teach Out and advice from other regulatory agencies. It is a condition of registration that Waratah Polytechnic complies with the Standards for National Vocational Education and Training Regulator Act 2011 (Cwlth) and any General Directions published by ASQA.

Procedures

	Procedure Steps	Responsibility	Reference
1	Student transition and teach out system and processes are monitored	Trainer, PEO	
2	Corrective actions is taken regarding the matters discussed in this policy	PEO	

Continuous Improvement

A summary of all Transition and Teach Out related matters and concerns will be presented at the Management Meeting for review. The purpose of this is to ensure management become aware of;

- Any general adverse trend that needs correcting
- Common threads relating to the compliance and quality assurance
- Repeat issues

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Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.

Publication

This policy once approved, will be available to all students and staff by accessing Waratah Polytechnic Intranet or on request. This policy will also be available through Waratah Polytechnic's website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review processes

This policy and procedure will be reviewed annually by the RTO Manager.



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