

ABS Policy Document

200. Students & Courses

230. Training

231 Superseded Courses/Units - Transition Policy

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1. Policy Statement

ABS is aware of the requirement to transition seamlessly to the new qualification once the Training Package Qualification / Unit or Accredited course on its scope expires.

As part of its registration as an RTO, ABS agrees to abide by any processes stipulated by the 2015 ASQA standards. The CEO is responsible to ensure any transition takes place with minimal disruption to students and the organisation. The Organisations email address is registered for updates from the Skills Council to ensure the RTO is informed of any changes.

Under the policy, all students will be given every opportunity to receive the current national qualification for the course they are enrolled in.

As part of the transition process ABS will transition from the old course to the new course within the timeframe stipulated by ASQA or within 12 months (whichever is earlier) from the date the revised course is released on Training.gov.

2. Purpose

This document sets out the policy of the Australian Business School on ensuring the effective, efficient and compliant arrangements and management in relation to expired Training Packages and superseded courses.

3. Scope

This policy applies to all nationally recognised courses included in the ABS scope on training.gov.

4. Definitions

ABS	Australian Business School
eBECAS	ABS's Student Management System
DoS	Director of Studies
COE	Confirmation of Enrolment (duration of the students enrolment)
Course	The qualification that the student is enrolled in
VET	Vocational Education & Training
LLN	Language, literacy & numeracy

5. Procedures

As soon as practical, the CEO will involve staff in the review of the new or modified / revised course. Students potentially affected by the change will be informed of what if any changes may need to be implemented.

The DoS will undertake an analysis of any transition guide or advice published, as well as review any available course guide in the Training package.

This will be a primary review to see if the structure of the course has changed and if the Organisation needs to develop / source any new resources.

Following the initial review, a nominated group of staff will assess each unit /course currently being delivered by ABS to determine any changes that need to then be made to both learning and assessment materials.

Once the review is complete, the DoS will develop an action plan to ensure the identified changes are undertaken and implemented.

During this process the DoS will determine if ABS will automatically roll the qualification over therefore removing the need to apply for an Extension to Scope.

If ABS determines an extension to scope application is required, the CEO will aim to apply for an extension to scope within 3 months following its release and publication on Training.gov.

6. Responsibilities

6.1 Administration Officers (Enrolling & Financial roles)

6.2 Teachers – Participate in reviews

6.3 DoS – Be aware of updates / Organise reviews and address any changes

7. Documentation

- 7.1 TGA Course outlines – updated versions
- 7.2 Affected TAS's

8. Flowchart

