



<b>Institution</b>	Mercury Institute of Victoria
<b>Policy Name</b>	Training Package Transition Policy and Procedure
<b>Policy Governance</b>	Compliance Manager
<b>Reference to Standards</b>	Standards for RTO 2015 - Standard 1 Clause 1.26
<b>Date of Approval</b>	April 2022
<b>Review Date</b>	April 2023

## PURPOSE

This policy aims to ensure Mercury Institute of Victoria is delivering the most current outcomes to students and to ensure Mercury Institute of Victoria actively manages its scope of registration.

### Training Package Transition

At Mercury Institute of Victoria we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing students and those students who may be enrolled during a transition period.

Mercury Institute of Victoria establishes this policy and procedure to:

- Comply with the requirements of Standards for RTO 2015 - Standard 1 Clause 1.26

## SCOPE

Like all things in the national training system, nationally endorsed training packages are amended from time to time under a continuous improvement approach to ensuring that training packages are aligned with industry requirements. In addition to these smaller changes, training packages can be entirely reviewed on a cyclic basis, and this often leads to new versions being issued or new training packages being developed and released.

The impact of these changes can mean that qualifications and unit of competency codes and titles can change. Qualification issuing rules can change and units of competency that are superseded may

or may not be equivalent. This will all happen at different times during a student's enrolment and requires Mercury Institute of Victoria to manage the change process so that we comply with the Standards for Registered Training Organisations and ensure that our students are not disadvantaged by these changes.

New training packages are published and released using the National Training Register ([training.gov.au](http://training.gov.au)). It is the date of release that marks the date for subsequent transition arrangements which are covered in this policy.

### 1. POLICY

#### Transition principles

Mercury Institute of Victoria is to apply the following principles to the management of a training package transition:

- Mercury Institute of Victoria is to monitor the status of training packages by subscribing to training.gov.au notification service and the notification service offered by the relevant Industry Skills Council. When changes to training packages have been identified that affect the scope of registration of Mercury Institute of Victoria a new continuous improvement is to be raised within the Mercury Institute of Victoria's student management system.
- Continuous improvement actions relating to training package transition are to be managed through the Management Team meeting to ensure the transition is managed systematically. Centralised and systematic management will enable other aspects of the Mercury Institute of Victoria operation to be included in the transition planning and the progress of the transition to be monitored. Other aspects of the Mercury Institute of Victoria operation that may be affected by training package transition include marketing, business development, administration, compliance, resource development, student welfare, interaction with ASQA, etc.
- The student management system will be used to record details of superseded qualifications including the date existing qualifications were superseded and to create new courses on the scope of registration once they are approved on the National Register. The student



management system should allow to produce various reports which permits students affected by the transition to be identified and managed.

- Mercury Institute of Victoria will initiate transition arrangements in response to training package changes as soon as possible following the publication on the National Register of revised qualifications or units of competency. Within **one year** from the date or if another extension approved by ASQA, the replacement training product was released on the National Register students must have either completed their training and have been issued with their AQF certificate or they must have been transferred to the revised training product. The student cannot remain in or be issued a certificate for a superseded training product beyond the 12 months from the release date published on the National Register.
- Where the qualification or unit of competency is equivalent, these items will be automatically updated on the Mercury Institute of Victoria scope of registration. Where the items are not equivalent, Mercury Institute of Victoria must apply to have new training products added to its scope of registration by applying to change RTO scope of registration to ASQA via [ASQANet](#), accompanied by supporting evidence and the required fee.
- Once a new qualification or unit of competency has been added to the scope of registration of Mercury Institute of Victoria, enrolments in the superseded item must cease as soon as practical and all new enrolments must be made into the revised qualification or unit of competency. Please note that the Standards for Registered Training Organisations does allow enrolments in superseded qualifications to continue until the superseded qualification or unit is removed from the national register of the RTO (which occurs 12 months after it is superseded).
- Students who are enrolled in qualifications that get superseded during their training program will be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on Mercury Institute of Victoria's scope of registration.
- Where an AQF qualification is no longer current and has not been superseded, all student training and assessment is to be completed and the relevant AQF certification documentation issued within **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 should be completed and the relevant AQF certification documentation must be issued within **one year** from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
- A new student must not commence training and assessment in a training product that has been removed or deleted from the National Register.
- Where a qualification listed on Mercury Institute of Victoria's scope of registration includes a superseded unit of competency that has been imported from a different training package, the transition requirement specified in the Standards for Registered Training Organisations at clause 1.26 does not apply.
- Mercury Institute of Victoria will also follow the special directions issued by ASQA for specific training products transitions if any.

### Teach out arrangements

Students who are enrolled in qualifications that are superseded part way through a training program will be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on Mercury Institute of Victoria's scope of registration. Students who choose not to transition to a new qualification are to be 'taught out' to the conclusion of their qualifications. To support this arrangement, the following business rules will apply:

- Mercury Institute of Victoria may continue to deliver training and assessment services, and issue awards, to current students of the superseded qualification for **one year** from the date the replacement training product was released on the National Register.
- Students who have not completed a superseded qualification within 12 months from the date the replacement training product was released on the National Register, must be immediately issued with a Statement of Attainment with any eligible units of competency and transferred to the new qualification.
- Except to replace an AQF Certificate issued by the RTO previously, an RTO must not issue an AQF certificate to a student for a qualification that was superseded more than 12 months from the date the replacement training product was released on the National Register.



- Where a specific cohort of students is likely to be disadvantaged by the forced transition of qualification within the 12-month timeframe the National VET Regulator may decide that provides Mercury Institute of Victoria additional time to teach the student out. These determinations will be published by the National VET Regulator.

### Transition Management

Transition to new training packages will be managed by the management team to ensure the transition is completed in a systematic way that integrates changes into all other areas of Mercury Institute of Victoria's operation. It is critically important that high attention to detail is applied by staff who are leading this work.

The following steps will be applied:

- **Monitor the status of training packages:** The Training Coordinator will monitor the status of training packages to remain aware of changes in the revised training package and how these might affect Mercury Institute of Victoria's scope of registration. The primary information source for monitoring the status of training packages is the National Register ([training.gov.au](http://training.gov.au)).
- **Determine an action plan:** Once changes are confirmed, the Academic team will determine an action plan to respond to the changes. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process. Common changes may include:
  - revised unit of competency and the qualification codes and titles.
  - revised packaging rules for qualifications changing the requirements in relation to the allocation of core or elective units.
  - revised units of competency, this may include the combining of two units of competency into one or minor changes where the unit of competency has remained equivalent.
  - revised pre-requisites, co-requisites, or entry requirements; and
  - revised assessment guidelines which may relate to identifying new requirements relating to trainers and assesses.



- **Review Training and Assessment Strategies:** Existing training and assessment strategy will be reviewed to determine any higher-level changes that may have occurred to the qualification and the likely changes that may be required. This may include additional consultation with the industry to gauge their reaction to training packages changes, to identify new preferred electives and to determine if there are specific industry requirements that need to be incorporated.
- **Keep students informed:** Mercury Institute of Victoria will take necessary steps to inform existing students of the changes to the applicable qualification. Before engaging with students, all available options for students should be fully considered. Information will be provided to students Mercury Institute of Victoria will ensure that they fully understand their options and feel supported in any decision they may take. Mercury Institute of Victoria will ensure students are not disadvantaged because of the transition to a new training package.
- **Revise training and assessment materials:** Mercury Institute of Victoria will complete an analysis of the current training and assessment resources to identify relevant changes that are required to ensure training package requirements are being met. Once these have been identified, arrangements via the management meeting to have training and assessment materials revised will be implemented.