

Training Package Transition Policy

1. Purpose

This policy ensures that training delivered by Mint Training Pty Ltd T/A Mint International College (hereafter referred as MIC) is of only the most current training packages, using the most current training and assessment resources. This procedure also provides a procedure for review of the existing courses and identifies any transitional requirements to new training packages.

2. Scope

MIC staff must all consistently manage training strategies and assessment to ensure where a training product on its scope of registration is no longer current, all training and assessment is completed within the transition period and new learner does not commence training in a qualification or course that has been removed or deleted from the national register.

3. Policy

The CEO and the Academic Manager will be responsible for managing training package transition and ensuring that MIC is:

- Subscribing to training package update notification on TGA website
- Subscribing to email updates from ASQA, NSSC and other relevant industry bodies; and
- Regularly checking training package updates on TGA website

On the occasion that there is a change in a relevant Training Package, the Academic Manager will examine the amendments that have been made and inform the General Manager of these changes at the earliest and also report it in the subsequent Senior Management meeting. General Manager will review the changes needed and approve a course transition plan according to college's Training Package Transition Strategy to implement the new training package requirements. Specific tasks will be delegated to implement the changes.

If needed, MIC will organise PD activities for staff related to the Training Package changes. Staff skill matrices will accordingly be updated.

Where a current course in which students are currently enrolled is being transitioned, MIC will use a mapping guide to identify unit and course equivalency and make arrangements for new changes to be implemented in course materials.

The course transition plan and its implementation will be monitored by the CEO until the changes have been successfully implemented. Transition arrangements will be completed within 12 months of changes being notified.

Review of training package

Academic Manager reviews the change and notify General Manager and relevant trainer(s) immediately when a new version of the training package releases on training.gov.au that affect the current training product on scope.

For minor changes, Academic Manager with approval of General Manager make relevant amendment to assessment tools before the transition end date.

For major changes, Academic Manager meets with relevant trainer/assessor to discuss about the changes and put together a schedule to add new qualification on scope and /or review and change existing assessment tools. Academic Manager set a cut-off date for the existing training package which is within 12 month of the update. Academic Manager will ensure all assessments are updated and pre-validated before the transition date.

Existing student

Trainers will assess student's progress and determine whether student is required to transit in to the new training package. Any student who may be able to complete the qualification within 12 month of the transition period may continue in the existing qualification. Student will be given an option to either continue with the existing qualification or transit to the new one. Student who may not be able complete their course of study within 12 month will need to be transitioned to the new qualification.

New student

A new student does not commence training and assessment in training product that has been removed or deleted from the National Register.

4. Procedure

4.1 Training Package Transition

This procedure sets out essential sets needed to add a new course to MIC's scope of registration.

#	Procedure	Responsibility	Comments
1	Understand and Identify Training Package Changes	CEO/Academic Manager	Minutes of the meeting or CEO's memo as evidences
2	Identify course/units affected by transition and prepare notifications to respective committees and staff	Academic Manager	See procedure for registration of new courses on CRICOS
3	Prepare a course transition plan (Implement TP Transition Strategy)	Academic Manager	Prepare a checklist and assign responsibilities
4	Identify additional resource requirements, including course materials as well as training package requirements	Academic Manager	Include technical, human, equipment, support and space requirements
5	Develop a Delivery and Assessment Strategy	Academic Manager	Quality Assurance Committee to review D&As
6	Write or purchase course contents/materials	CEO/Academic Manager	Quality Assurance Committee to approve
7	Consult industry stakeholders and obtain feedback	CEO/Academic Manager/ Quality Assurance Committee	Record the feedback and implement any recommendations if required

8	Allocate tentative staff and prepare skills matrices	Academic Manager	Prepare/review staff PD Plans
9	Ensure there are no outstanding compliance issues with the registration authority	CEO/Academic Manager	Check previous audit reports
10	Lodgement of application for amending scope of registration	CEO/Academic Manager	ASQA website
11	Process required payments for assessment of application	CEO/Academic Manager	ASQANet
12	Dispatch the completed applications along with payment to the registration authority	Administration Dept	ASQANet: Separate applications for RTO and CRICOS
13	Ensure audit readiness	CEO/Academic Manager, Quality Assurance Committee	Review internal audit recommendations and review processes
14	On approval, implement the new training package	CEO/Academic Manager/Admissions Manager/Quality Assurance Committee	Arrange RPL and course transition for student. Update systems

5. Responsibility

Specific responsibilities for effective implementation and management of this procedure are as described in the procedure tables above.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: contact@minttraining.edu.au

Further Information

Legislative References

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- The ESOS Act 2000 and subsequent amendment

Relevant Standards

SRTO 2015: 1.26, 1.27

The National Code 2018: 11