

Transition Policy

Purpose

This policy sets out the of Australian College of the Arts Pty Ltd (Collarts) transition arrangements and management of superseded Training Packages and Units of Competence.

Scope

This policy applies to all training programs provided by Collarts including those delivered in partnership under Collarts auspices.

Related Policies

This policy should be read in conjunction with the following college policies:

- Advertising & Marketing Policy

All college policies referenced in this document can be found in the Auspicing Handbook, which can be accessed via the [Collarts Student portal](#) or the VET section of the college website.

Collarts will endeavour to transition seamlessly to the new qualification once the Training Package Qualification or Unit of Competency on its scope expires. As part of its registration as an RTO under VQF and Standards for RTO's 2025, Collarts agrees to abide by any processes stipulated by ASQA in relation to the transition of superseded VET products.

It is the responsibility of the Head of VET to ensure any transition takes place with minimal disruption to students and the organisation.

Under this 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, Collarts will transition from the old course to the new course within the timeframe stipulated by ASQA or within twelve months from the date the revised course is released on the training.gov.au website.

Collarts will only deliver current Training Package Qualifications and accredited courses that have been added to Collarts Scope of Registration.

Procedure

The Collarts VET delivered to secondary students' email addresses is registered for updates from the Industry Skills Council (IBSA) to ensure the RTO is informed of any changes.

Where possible, the Head of VET will be involved in the Industry Skills Council Work Group, responsible for reviewing the Training Package, to assist with the transition preparation.

As soon as practicable, the Head of VET will notify and involve staff and trainers in the review of the new or revised course. Students potentially affected by the change will be informed of what, if any, changes may need to be implemented.

The Head of VET will undertake an analysis of any transition advice published as well as review any available course guide in the Training Package. This will be an initial review to see if the structure of the course has changed and if Collarts needs to develop or source any new resources.

Following the initial review, a nominated group of staff and industry representatives will assess each unit/course currently being delivered by Collarts to determine any changes that need to be made to the training and assessment strategies and materials.

Once the review is complete, the Head of VET will develop an action plan to ensure the identified changes are undertaken and implemented:

- All Qualifications, Statements of Attainment templates and marketing materials will be updated to reflect the changes.
- Training and Assessment Strategies will be updated to the new qualifications prior to commencing delivery.
- Enrolment and Student Management System (SMS) processes will be modified to reflect the changes to the new qualifications

Transition & Teach-Out Processes

The following factors have been considered in the development of the transition and teach-out processes:

- Programs are conducted primarily within the secondary school academic year and have a duration of one or two years
- Qualifications are recognised within the Senior Secondary Certificates in each State and may be part of an approved training program, such as VCAA's VCE VET Music Program.
- Training and Assessment Strategies and materials will require review and preparation before new qualifications can be delivered.

Students enrolled in programs to be completed in one year or less will be enrolled in the qualification current at the time of their enrolment, where the Training and Assessment Strategies and materials have been approved for use.

Students enrolled in programs to be completed over a two-year period will be managed as follows:

- Where the new training package qualification is published on the national register between 1 January and 30 June, students will be issued statements at the completion of the academic year and be enrolled into the current qualification at the commencement of the preceding year
- Where the new training package qualification is published on the National Register between 1 July and 31 December, students will commence a teach-out period in the second year of their academic program and issued with the superseded qualification.

Complaints & Advice

Complaints relating to this policy are to be lodged in accordance with Collarts RTO Complaints & Appeals Policy. Queries about the transition of superseded training products are to be directed to the Head of VET, contactable on 1300 818 777, or via email, vet.support@collarts.edu.au.