

LEADERSHIP
MANAGEMENT
AUSTRALIA



Training Product Transition and Expiry Policy and Procedure

Leadership Management Australia

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1. PURPOSE

- 1.1 The purpose of this policy and procedure is to outline Leadership Management Australia's Pty Ltd (LMA) approach to managing its Scope of Registration to ensure that it delivers only current qualifications and units from a Training Package and only currently accredited VET Accredited Courses. Participants are entitled to graduate with the qualification that most closely represents the current needs of industry. This policy outlines the commitment of LMA to meet the needs of Participants and their employers, by ensuring Participants are transferred from superseded qualifications into replacement qualifications.

It outlines the approach taken to ensure that Participants are transitioned to new Training Products as required by Standard 1, Clause 1.26 and 1.27.

2. POLICY

2.1 Transitions from superseded qualifications

- LMA ensures that wherever possible Participants graduate with the qualification that most closely represents the current skill needs of industry.
- Where a Training Product on LMA's scope of registration is superseded, LMA will ensure that all Participants enrolled in the superseded Training Product will, within one year of the replacement being published, either:
 - be transferred to a current Training Product, as long as the replacement is on LMA's scope of registration
 - have all training and assessment completed and the certification document issued for the superseded Training Product.

2.2 Transitions from deleted or discontinued qualifications

- Clause 2 does not apply where a Training Package requires the delivery of a superseded unit of competency. This means that if a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered – it cannot be replaced by a unit even if seen as equivalent.
- Where an AQF qualification is no longer current and is not superseded by a new one (i.e., it is deleted or expired), training and assessment will be completed for Participants enrolled in the program within a period of two years from the date the qualification was removed or deleted.
- Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for Participants enrolled will be completed within a period of one year from the date it was removed or deleted.

2.3 LMA's obligations in terms of complying with the transition policy

- During the 12-month transition period, LMA will take action to review the status and progress of existing Participants to determine which Participants can complete their training during the transition. Participants who cannot complete their training within the transition period will be transitioned to the new qualification with Credit Transfer for the competencies already achieved.
- LMA will advise Participants and Employers (where applicable) about the revised qualification and the requirement to complete training within the transition period or transition to the new qualification. LMA will ensure stakeholders are aware that LMA cannot issue a qualification after the expiry of the transition period, therefore a Participant must complete their training or transition.

2.4 Change of scope of registration when qualifications become superseded

- Superseded qualifications will be removed from LMA's scope of registration after the transition period has passed. Superseded and expired qualifications will not appear on training.gov.au after the teach out period. LMA will not enrol new Participants in expired qualifications.

2.5 Applying for new or revised Training Package qualifications

- The Australian Skills Quality Authority (ASQA) will automatically update LMA's scope of registration with replacement qualifications that are deemed equivalent to those being superseded. Where a qualification is not deemed equivalent, LMA can apply to ASQA to add the qualification to scope immediately following the Training Package release and publication on the training.gov.au.

Procedures

1. Keeping abreast of changes to Training Products

Refer Standards: Clause 1.26

| Procedure | Responsibility |
|---|--|
| <p>A. Scope register and subscribing to updates</p> <ul style="list-style-type: none"> A scope register is maintained which lists each Training Product on LMA's scope of registration, the date on which each product is due to be reviewed, or the date of expiry. LMA subscribes to updates from the National Register as well as relevant industry skills councils so that LMA is aware of impending changes to Training Products. | <p>CEO & National Quality and Compliance Manager</p> |

2. Superseded Training Products

Refer Standards: Clause 1.26

| Procedure | Responsibility |
|--|--|
| <p>B. Ensure Participants' needs are considered</p> <ul style="list-style-type: none"> Once a Training Product has been superseded, LMA must ensure training and assessment is completed for all Participants within one year from the date of it being superseded. Participants should not be enrolled in a qualification, unit or course that they will not be able to finish within the year. Ensure currently enrolled Participants can complete within this timeframe. If not, refer to transition at point C below. Ensure this information is communicated appropriately to staff and Participants. | <p>National Quality and Compliance Manager</p> |
| <p>C. Make arrangements to update scope of registration (as required)</p> <ul style="list-style-type: none"> Where a Training Product on the LMA scope of registration is superseded by an equivalent qualification, the scope will be automatically updated to include the new equivalent Training Product unless LMA has opted out of this process. If LMA has opted out, make arrangements to have the new product added to scope. This will include developing the course materials, TAS etc. as outlined in the <i>Training & Assessment Policy and Procedure</i>. | <p>National Quality and Compliance Manager</p> |

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| <p>D. Manage Participant teach-out or transition</p> <ul style="list-style-type: none"> • Develop a plan for each Participant enrolled in the superseded qualification or unit. • Inform Participants of the timeframe in which they must complete (one year) or advise them of the transition arrangements. • Participants who do not wish to transition are advised that they will not be able to receive a certificate in the old qualification after the cut-off date. In this instance Participants will be provided with a Statement of Attainment for what has been completed under the old qualification. • Transition arrangements must minimise the impact on the Participant as much as possible. This means identifying credit transfers that may be applicable, RPL, or moving the Participant into the new qualification as soon as possible so as to minimise the work involved in the transition. • Where the Participant is undertaking the qualification through a traineeship, the employer will be advised of the requirement to vary the training contract. | <p>National Quality and Compliance Manager</p> |
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3. Deleted or removed Training Products

Refer Standards: 1, Clause 1.26

| Procedure | Responsibility |
|---|--|
| <p>A. Deleted Training Products</p> <ul style="list-style-type: none"> • Once a Training Product has been removed or deleted, LMA must ensure training and assessment for enrolled Participants is completed, and certification documentation issued, within two years of the date the Training Product was deleted. • Participants must not be enrolled in a qualification, unit or course once it has been deleted/ removed. Ensure this is communicated to staff who may be involved in marketing, promoting or enrolling Participants. • Remove these qualifications/ courses from marketing materials – website, Participant handbook etc. • The scope of registration will be updated two years from the date of deletion and from then, Participants must not be trained or allowed to enroll after this date. A qualification may not be issued after this date. | <p>National Quality and Compliance Manager</p> |

Supporting Documents

- LMA RTO Scope Register
- Transition Action Plan
- Training and Assessment Strategy