

Transition to New Training Package/ Accredited Course Policy & Procedure

Policy

- 1.0 This policy is implemented in compliance with the requirements of the National Code of Practice 2007 and AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE 2015 standards.
- 1.1 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE assesses and identifies management strategies for actual and/ or potential risks encountered in the pursuit of its strategic and business plans.
- 1.2 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE performs a risk assessment review of its activities every 6 months.
- 1.3 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE monitors all organizational activities with a view to minimising risk.
- 1.4 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE undertakes training with all staff with a view to minimising and preventing risks.
- 1.5 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE maintains appropriate insurances.
- 1.6 The CEO is responsible for implementing this policy and reviewing its effectiveness.

Procedure

2 Identification of amendments

- 2.1 Australian Institute of Business and Trade Manager reviews the College website every month to ensure currency.
- 2.2 Australian Institute of Business and Trade Manager reviews training.gov.au, ASQA website (www.asqa.gov.au), and Industry Skills Council websites monthly, newsletters from our Internal auditing company www.educater.com.au and VELG training newsletters (<https://www.velgtraining.com/>)
- 2.3 The CEO and AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE Manager maintain an active 'notification account' on training.gov.au for each qualification and unit on the College scope of registration.
- 2.4 The CEO and AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE Manager interact with industry, other AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE's, clients, suppliers, and other stakeholders.
- 2.5 Amendments to training packages/ accredited courses/ units are identified during the processes identified in 2.1 to 2.5.
- 2.6 Amendments to training packages/ accredited courses are recorded and appropriate amendments to learning and assessment strategies, learning and assessment materials, staffing, marketing/ pre-enrolment information and practices are planned within the 12-month timeframe.

Amending processes and materials

- 3.1 Australian Institute of Business and Trade Manager informs all stakeholders of the introduction of the new package and cessation of enrolments in the superseded package/ accredited course.
- 3.2 A plan is developed for the development of the new qualification/ units, transition arrangements and teaches out of existing clients.
- 3.3 Marketing, website and pre-enrolment material is amended.
- 3.4 New clients are not enrolled in the superseded training package/ accredited course once the new package/ accredited course has been introduced.
- 3.5 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE reviews staff qualifications, currency and experience which are mapped prior to the new package/ accredited courses being introduced to ensure staff possess appropriate qualifications and skills to deliver the new package/ accredited course.
- 3.6 Where appropriate professional development activities are planned and/ or staff recruited.

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- 3.7 Industry consultation on the development of new learning and assessment processes, materials, equipment and facilities is sought.
- 3.8 Learning and assessment resources for the new course/s are developed and/ or purchased. Assessments mapped and validated
- 3.9 Staff is informed of any changes and the implications to practice/ materials through the following forums/ mediums:
 - a) Staff meetings
 - b) Staff induction
 - c) E-mail
 - d) Notice boards
- 3.10 Clients are informed of any changes and their implications to practice through the following forums/ mediums:
 - a) Meetings
 - b) Orientation
 - c) Client information handbook
 - d) E-mail
 - e) Notice boards
 - f) Website
- 3.11 Approval is sought from the regulator/ accrediting body for implementation of any amendments to Scope.
- 3.12 Australian Institute of Business and Trade Manager ensures the implementation of any changes in training packages/ accredited courses, learning and assessment strategies, learning and assessment materials, staffing, pre-enrolment information and practices within the 12 month timeframe.
- 3.13 Australian Institute of Business and Trade Manager regularly reviews the progress of implementing the new package/ accredited course, associated materials and practices and takes appropriate action to ensure implementation within 12 months.
- 3.14 The Australian Skills Quality Authority (ASQA) will automatically update scope of registration for equivalent training package products including qualifications and units of competency. HIT will no longer have to pay application fees to update their scope of registration when training package products are updated, providing the outcomes are equivalent.
- 3.15 For Courses or units which are not equivalent, AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE will gain approval for the new training package/ accredited course/ units of competency from The Australian Skills Quality Authority (ASQA) by lodging application through ASQANET.
- 3.16 On Approval, all new clients will be enrolled in the new training package/ accredited course.
- 3.17 All superseded documentation will be archived for auditing purposes.

Student Management System

- 4.1 Australian Institute of Business and Trade Manager and the CEO to ensure that changes are implemented in line with the new Training Package/ accredited course.
- 4.2 Australian Institute of Business and Trade Manager will arrange for any non-learning and assessment documentation affected by the changes to be reviewed and updated. This includes all pre-enrolment, marketing, course progress monitoring and other relevant administration forms.

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Teaching out existing students completing the superseded course

- 5.1 All clients enrolled in a superseded course prior to the implementation of the new course, will complete the superseded course.
- 5.2 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE may continue to deliver training and assessment and issue AQF testamurs to current students of a deleted qualification or expired accredited course for up to 18 months after publication on the national register of the qualification being deleted or the course expiring.
- 5.3 AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE may continue to deliver training and assessment and issue AQF testamurs to current students of a deleted unit of competency for up to 12 months after publication on the national register of the unit being deleted.
- 5.4 Students who have not completed a deleted qualification or unit or an expired accredited course during this timeframe (i.e. 18 months following publication of its removal from the national register) must be immediately issued with any eligible AQF testamur and transferred to a new qualification, unit or course or to a new provider.
- 5.5 A review will be undertaken to identify if clients future training and/ or employment opportunities will be adversely affected by completing the superseded course.
- 5.6 If clients' employment or future training opportunities are adversely affected by completing the superseded course AUSTRALIAN INSTITUTE OF BUSINESS AND TRADE will investigate possibilities for transferring them onto the new course through Recognition of Prior Learning /Credit Transfer where appropriate and feasible.
- 5.7 Certificates and statements of attainment are amended accordingly.
- 5.8 Stakeholders are communicated the amendments as identified above.
- 5.9 All superseded training packages/ accredited courses, Training and assessment strategies, learning and assessment materials are removed from circulation once the 12 month period has expired and/ or if the superseded course is no longer being delivered.
- 5.10 The effectiveness of this policy and procedure is reviewed annually as part of our continuous improvement policy.