

## 1 Overview

### Purpose

The [Standards for Registered Training Organisations \(RTOs\) 2015](#) requires that when an RTO discontinues a course of study, there is an effective Teach Out or course transition plan for all students enrolled in the course of study to ensure that these students are not disadvantaged.

EQUALS International (Aust) Pty Ltd (EQUALS) is committed to ensuring that no student is disadvantaged when one of EQUALS' courses is discontinued and implements the following procedure.

It acknowledges the [National Vocational Education and Training Regulator Act 2011 \(the Act\)](#) and ensures that our practices are fair and equitable. Relevant legislation has been referenced in the Document Map.

### Scope

This policy applies to students participating in training and assessment at EQUALS and all training products on EQUALS' scope of registration.

## 2 Policy statement

- 2.1 Where a training product on EQUALS' scope of registration is superseded, EQUALS will either complete all training and assessment and issue relevant certification documentation or transition students to the replacement qualification within 12 months of the date on which the replacement training product was released on the National Register (training.gov.au). This does not apply where a training package requires the delivery of a superseded unit of competency.
- 2.2 Where an Australian Qualifications Framework (AQF) qualification is no longer current and has not been superseded, EQUALS will complete students' training and assessment and issue relevant certification documentation within 2 years of the date on which the AQF qualification was removed or deleted from the National Register.
- 2.3 Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, EQUALS will complete all students' training and assessment and issue the relevant certification documentation within 12 months from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register.
- 2.4 EQUALS will ensure that the Teach Out arrangements allow students to:
  - complete the qualification within the scheduled units of the course
  - transition to another course.
- 2.5 EQUALS will ensure that the Teach Out arrangements enable international students to complete all requirements of the course within the duration of their existing student visa, subject to maintaining satisfactory course progress.
- 2.6 Where a student who is due and able to complete within the Teach Out period remains enrolled in the course and does not complete, either:
  - (a) the enrolment will be cancelled and the student will be issued a statement of attainment for any units achieved; or
  - (b) if the student requests to be transitioned to the new/replacement qualification and EQUALS agrees to the transition, the student will be transitioned subject to payment of the Transition Fee.
- 2.7 Students who are neither completed in the superseded qualification nor transitioned to the new/replacement qualification will not be entitled to a refund as they will have exceeded their original enrolment term.

2.8 No students will commence training and assessment in a training product that has been removed or deleted from the National Register.

2.9 As soon as practical, EQUALS will commence training and assessment in the replacement qualification.

General rules for student transition planning:

- Students who can complete their qualification within 12 months of the Teach Out period will remain within the superseded qualification, subject to maintaining satisfactory course progress.
- Students who are not able to complete their qualification within 12 months of the Teach Out period will be transitioned to the replacement training product.
- Students may seek to be reviewed by EQUALS on a case to case basis to determine the most appropriate transition approach.

The exceptions to the general rules are:

- If the AQF level of the replacement course is different from that of the course being ceased;
- If the replacement course is not equivalent in terms of content, outcomes and duration;
- If the transition to the new course would impose a longer study duration for the student; or
- If no replacement course has been approved.

### 3 Guidelines

3.1 Where a replacement qualification is deemed equivalent by the developer, ASQA will automatically update EQUALS' scope of registration to include the replacement qualification.

3.2 Where a replacement qualification is deemed not equivalent by the developer, EQUALS may apply to ASQA/CRICOS to have the replacement qualification added to scope as directed by CEO/COO.

3.3 Students who are capable of completing their training and assessment within 12 months of the training product being superseded do not need to be transitioned into a replacement qualification (refer to clause 2.7)

3.4 Sometimes, a qualification or accredited course will specify a core or named elective unit or module that has been superseded, removed or deleted from another training package. In these cases, EQUALS must continue to include the component/s as named in the qualification or course being delivered.

### 4 Procedures

4.1 Recording changes of the training package/s

Changes to training packages are recorded on the Continuous Improvement Register (CIR).

4.2 Relevant stakeholders consult on requirements/planning

- EQUALS will review changes to unit/qualification requirements including:
  - revised unit of competence 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 competence, this may include the combining of two units of competence into one or minor changes where the unit of competence has remained equivalent;
  - revised pre-requisites, co-requisites or entry requirements; and
  - revised assessment guidelines which may relate to identifying new requirements relating to educators and assessors.

- Learning and Assessment Strategy development including industry consultation and review.
- Where required, applications for scope updates are prepared and sent to ASQA and CRICOS.
- Course information to be updated on website/marketing materials.
- Students to be informed of changes and options for transition or completion, where relevant. Students should not be disadvantaged because of the transition to a new training package (refer to clause 4.4)
- Revise training and assessment materials.
- Commence training and assessment in replacement qualification.

### 4.3 Course Transition Plans

- Identify all students currently enrolled in the qualification and expected timeframes for completion.
- Recommend students to transition into a replacement course or identify individual Teach Out arrangements as required, including international students and pending students who have been made offers of admissions (refer to clause 2.7)
- Each student will be advised of their individual plan including:
  - the length of time they have to complete the course;
  - any transition arrangement that will be applied;
  - where they can seek further advice and information about their course and completion status.

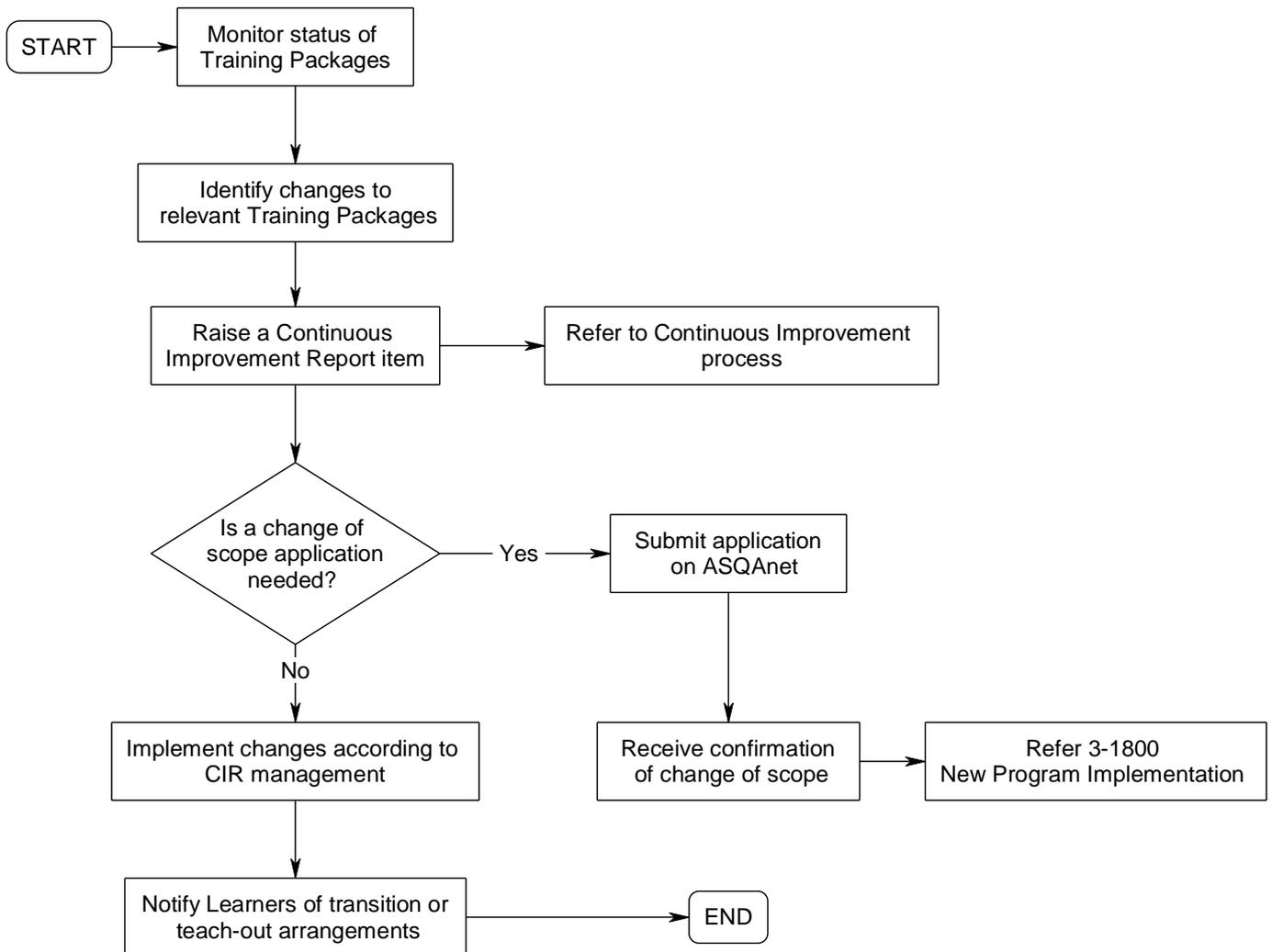
### 4.4 Communication with students

- All involved students are advised of the discontinuance of a course in writing (letter or email). The reasons for the decision are advised, as well as the options available to the student to complete their course of study.
- It may be appropriate to also arrange a meeting with students in order to answer questions or offer course advice.
- Students who are due to complete within the Teach Out period are advised that:
  - EQUALS is not permitted to extend their current enrolment, and
  - if they remain enrolled and fail to complete, their enrolment will be cancelled and they will be issued with a statement of attainment for any units they have achieved.
- Students who have withdrawn from their course or are currently deferred should also be notified of the discontinuance, including the reasons for the discontinuance and the options available to them to complete their course of study.
- Marketing material published on the EQUALS webpage will be revised in a timely manner to correctly inform current students and potential students of the course requirements

### 4.5 Advice to agents

- In the event that the variation impacts agent advice regarding changes in the delivery of a course, the agent are also notified in writing (by letter or email) at the earliest possible date of the intention to vary the course, the reasons for the variation, and the impacts of those changes for prospective students.

## 5 Training Package Transition and Implementation Process



### 6 Responsibilities

#### Compliance, monitoring and review

- EQUALS monitors training package updates through subscription to the National Register's email alert system and regular scanning of the National Register and review of EQUALS' scope.
- Where ASQA issues a notice advising of exceptional circumstances and/or a change to transition arrangements, EQUALS will comply with this advice.
- This policy and procedures are reviewed to aligns with relevant legislation, government policy and EQUALS values and to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

### 7 Definitions

**Teach Out:** allowance to complete all training, assessment and qualification issuance of current students in an inactive VET course (ASQA 2015).

**Transition Fee:** the fee charged by EQUALS from time to time to students in the circumstances contemplated by clause 2.6 (b) of this document.

Terms not defined in this document may be in the [EQUALS Glossary](https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ)  
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

### 8 Approval and Amendment History

Version	Approved by	Approval Date	Details
3.1	Executive Management Committee	15/05/2018	Refer previous policy.
3.2	Chief Operating Officer	19/12/2018	Updated overview, minor updates throughout, inclusion of comprehensive document map and clearer alignment to the appropriate responsible person/body. Additions made to the policy statement and complete overhaul of procedures. Inclusion of 'Responsibilities' and 'Definitions' Change of policy number from 3-70.V3.1 to current.
3.3	Chief Operating Officer	01/04/2019	Added relevant form numbers to the 'Document Map'

### 9 Document Map

<b>Approval Authority:</b>	Executive Management Committee	<b>Advisory Committee for Approval Authority</b>	
<b>Authorised By:</b>	Chief Operating Officer		
<b>Effective from:</b>	01/04/2019		
<b>Next Review Date:</b>	01/04/2022		
<b>File Location:</b>	The current version of this policy can be accessed from the <a href="#">Policy Register</a> (internal users only)		
<b>Relevant Legislation:</b>	<a href="#">Standards for RTO's 2015</a> <a href="#">National Vocational Education and Training Regulator Act 2011 (the Act)</a>		
<b>Related Documents and/or Registers:</b>	<a href="#">Course Implementation Policy and Procedure</a> <a href="#">Governance &amp; Quality Assurance Framework</a> <a href="#">General Direction on Learner Transition</a> <a href="#">F 027a Superseded Qualification letter (within Teach Out period)</a> <a href="#">F 027b Superseded Qualification letter</a> <a href="#">F 029 Removed Qualification letter</a>		
<b>Policy Subdivision</b>	<input type="checkbox"/> Corporate or Academic Governance <input checked="" type="checkbox"/> Academic Management <input type="checkbox"/> Operational Management		
<b>Administrator:</b>	Quality Advisor		