

## Policy for Transition & Teach out: SIT07 to SIT12

### Reference document: ASQA General Direction: Transition & Teach out (p7 & 8).

*(p7) Once a unit is superseded on the national register, an RTO may train, assess and issue a statement of attainment in the superseded unit to a student, for a period of up to 12 months.*

*(Principle 2) An RTO must provide timely and adequate advice and guidance to students if the qualification or course in which they are enrolled is superseded/deleted/expired and ensure students are given the opportunity to transfer to replacement Training Package qualifications and accredited courses or other currently endorsed Training Packages or accredited courses.*

### Reference SNR: 25

This policy operates whenever there is a requirement to implement new training package qualifications (for future) and individual units of competency to ensure:

1. CMAA maintains compliance with the VET Quality Framework in a timely manner to transit as soon as practicable but within 12 months.
2. No student is disadvantaged

### Our process

- 1) Map the superseded units against the current units
- 2) Determine Equivalent and Non equivalent units
- 3) Inform new students in the terms and conditions of their registration of our transition arrangements, and also by email after registration, that they will be able to apply for recognition of current competency in the following 2 pathways. (see attached email template: equivalent & non equivalent units)
  - a) If a unit is **equivalent**: we advise the student that we will issue them with a Statement of Attainment for the new unit once it is approved for CMAA's Scope of Registration.
  - b) If a unit is **not equivalent**: we will notify and provide further tuition and / or assessment free of charge to address any gap in training and / or assessment. Upon completion we will issue a Statement of Attainment once approved on the CMAA's scope of registration.
- 4) We include this information in the Training & Assessment Strategy (both superseded and new units) for each unit. Placement: front page / add new row after 'pathways' / name Transition arrangements.
- 5) We allow 12 months from the date of completion of a superseded unit to recognise current competency in the new unit.

### Requirements

1. Update Terms and Conditions on website and registration pages under heading "Transitory Arrangements"

Add to internal audit report