

GUIDELINES ON TRAINING PACKAGE TRANSITION ARRANGEMENTS IN WESTERN AUSTRALIA

(TEACH OUT POLICY)

These guidelines are aimed at providing assistance to registered training organisations (RTOs) regarding transition arrangements where a Training Package is revised, including *Industry Skills Council (ISC) Upgrades (Category 1)* and *National Quality Council (NQC) Endorsement Required (Category 2)* changes.

The guidelines will also assist RTOs to determine when enrolments in the new qualification should take place and when enrolments in the old cease.

When does a Training Package become officially ‘endorsed’?

Training Packages must be endorsed by the National Quality Council, a Committee of the Ministerial Council for Vocational and Technical Education. Once endorsed, the Training Package must be agreed by Ministers before being made public on the National Register, the National Training Information Service.

Endorsement Date

- The Endorsement Date is the date on which the National Quality Council endorses the Training Package content.
- The Endorsement Date is added to the Training Package by the Commonwealth Department of Employment, Education and Workplace Relations, before it is published on the National Training Information Service.

Release Date

The Release Date is the date on which a particular version of a Training Package has been made publicly available on the National Training Information Service.

▪ When must RTOs transition to the new Training Package?

At their meeting in July 2003, the predecessor of the National Quality Council, the National Training Quality Council, discussed the implementation of reviewed Training Packages. The Council agreed on a maximum of 12 months. The minuted agreement was:

“that where a Training Package has been reviewed the new qualifications should be in place within six months, but no later than twelve months so that all new enrolments from that point forward should be in these qualifications.”

[National Training Quality Council Agenda Item: 8 (ii) July 2003].

Under the AQTF 2007 Essential Standards for Registration, one of the Conditions of Registration is:

“The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information Service. The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.”

[Source: AQTF 2007 Essential Standards for Registration: Conditions of Registration]

The Commonwealth Department of Employment, Education and Workplace Relations' policy on transition to revised Training Packages, states:

“Where a Training Package is revised (including ISC Upgrades and NQC Endorsement Required), the affected qualifications and units should be implemented within six months, but no later than twelve months from the date those qualifications or units are published on the National Training Information Service”

[Source: Training Package Development Handbook: Updated March 2008]

When can RTOs start delivering a new or reviewed Training Package after endorsement?

Arrangements for the public funding of Training Packages, the declaration of apprenticeships and traineeships, and the allocation of nominal hours, are determined by each state and territory training authority and timeframes vary. In Western Australia, the Department of Education and Training produces a purchasing guide to facilitate the transition to new or reviewed Training Packages.

Private RTOs that have the necessary scope of registration can deliver training immediately after a Training Package has been endorsed and is available for purchasing or on the National Training Information Service.

A reviewed Training Package is considered similar to a new Training Package and a RTO must apply to the Training Accreditation Council for an addition within scope of registration.

Guidelines on transition arrangements in Western Australia

- No new enrolments into qualifications and/or units of competency from the superseded Training Package should be allowed from 12 months after the National Training Information Service (NTIS) Release Date. The same rule applies to *NQC Endorsement Required* and *ISC Upgrade* changes.
- Wherever possible, existing students should be given the opportunity to transfer to the new qualifications and units of competency.
- Students are entitled to complete the course or qualification in which they enrolled during the development of a new, or the review of, a Training Package.
- As a guide, students who have completed 50% or less of their qualification should be encouraged to transfer to the new qualification.

- No transfer to a new qualification should disadvantage students. Students should not be required to undertake additional units of competency as a result of the transition from an old to a new or reviewed qualification.
- Once the Training Package is available on the National Training Information Service (NTIS), a Training Package Purchasing Guide is developed and endorsed by the Department of Education and Training. New or revised qualifications and units of competency must also be approved on the State Training and Recognition System's (STARS) database, before enrolments can take place.
- The Purchasing Guide is then publicly displayed on VETinfoNet at www.vetinfo.net.det.wa.edu.au. If a new qualification replaces a qualification from a superseded version in a Training Package, the same total nominal hours will be allocated to the new qualification. However, the hours may be redistributed between the units of competency.

Further information

For further information on the Training Package Purchasing Guide Development Process, see *Development and Implementation of Training Packages* under the Policies and Procedures (green) section on [VETinfoNet](#).