



SYDNEY FILM SCHOOL

Name	Transition to Training Packages		
What is the purpose of this policy?	To assist Sydney Film School (SFS) in its transition of Training Packages.		
Version	#3	Next review	July 2017
What law applies?	The RTO Standards 2015: Clause 1.26.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Trainers Students	Director of Education	

Policy

SFS will ensure that:

- a) where a training product on its scope of registration is superseded, all students' training and assessment is completed and the relevant AQF certification documentation is issued or students are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register;
- b) Students may be transferred to a replacement package within 18 months from the date the replacement training product was released on the National Register after a successful application to ASQA for a 6 month extension;
- c) where an AQF qualification is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register;
- d) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and
- e) a new student does not commence training and assessment in a training product that has been removed or deleted from the National Register. Where a training product has been superseded, SFS may deliver superseded units of competency where required.

Procedure

Superseded Training Packages

SFS will ensure that students enrolled in a superseded training product are transferred to a current Training Package within one year of the replacement being published on the National Register.

SFS will subscribe to www.training.gov.au to stay up-to-date with changes in the Training Packages and subscribe to the Industry Business Skills Australia (IBSA) website for information and updates on Training Packages.

SFS will apply to have new Training Packages qualifications, units of competency (that do not form part of existing qualifications) and/or accredited courses added to its scope of registration by submitting to ASQA an Application to change RTO scope of registration.

SFS will map the old qualifications to the new versions and conduct gap training for students that are transitioning.

SFS will 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.

After the one-year transition period, SFS will not enrol or train students in the superseded Training Package or issue a qualification/statement of attainment for that Training Package.

Students who will complete the course and be issued a qualification/statement of attainment within the one-year transition period will not need to be transferred to a replacement Training Package.

SFS will continue to deliver and assess superseded UOCs whilst they are part of a current training package.

Removed or Deleted Qualifications

If a Training Package SFS is delivering is deleted or removed from the National Register, SFS will ensure that all training and assessment and issuance of certification is completed within 2 years of the qualification being removed. After this 2-year period, SFS will not enrol or train students in that qualification or issue certification for that qualification.

Removed or Deleted Skill Sets, Units, Courses and Modules

If a skill set, unit, course or module is deleted or removed SFS will ensure that all training and assessment and issuance of certification is completed within one year of the date of removal. SFS will not allow students to commence training and assessment from the date a skill set, unit, course, unit or module was removed or deleted from the National Register unless a training package requires the delivery of a superseded unit of competency..



Version Control

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Approved by	Version #	Date
Continuous Improvement Committee	1	29 May 2015
Policy and Procedure Committee	2	30 July 2016