

# TRANSITION ARRANGEMENT POLICY

## Master Builders Association of Victoria

### 1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clauses 1.1-1.4, 1.26-1.27 of the Standards for Registered Training Organisations 2015. This policy describes the process by which Master Builders Association of Victoria RTO (hereinafter called “Master Builders”) will transition from and teach-out a superseded training package, training package component and/or accredited course to a new or revised training package qualification and/or accredited course in compliance with the VET Quality Framework for NVR Registered Training Organisations.

This policy ensures that Master Builders only delivers currently endorsed Training Packages and training package components or current VET accredited courses.

### 2. Scope

It is the responsibility of Master Builders to monitor training packages relevant to its scope of registration and to identify when a training package qualification, training package component and/or VET accredited course on scope has been revised and a new version published. Therefore, this policy applies to all persons employed by or contracted to Master Builders and students.

### 3. Definitions

**Training Package** is a set of nationally endorsed standards and qualifications used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

**Training Package Component** refers to a qualification, unit of competency or skill set within a training package.

**Accredited Course** means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised qualification or Statement of Attainment following its full or partial completion.

**Release date** is the most recent date of publication of a new or revised training package or component indicated in the training package’s ‘release history’ on training.gov.au.

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**Superseded Date** is the date that the new training package or accredited course is published on the training.gov.au website.

**Transition Period** means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

Source: <https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>

**Teach-out** is a term used in earlier ASQA General Directions to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification documentation issuance must be completed. (While this term has been used by ASQA in the past, it is not a feature of the *Standards for RTOs 2015*.)

Source: <https://www.asqa.gov.au/news-publications/publications/general-directions/learner-transition>

**National register** is the website <http://www.training.gov.au/>

**Current student** is a student who has enrolled and commenced training and/or assessment.

## 4. Policy Statement

Master Builders will manage the transition from superseded training package qualifications, training package components and/or accredited courses within 12 months of their publication on the National Register - [www.training.gov.au](http://www.training.gov.au) website.

Where a training product on Master Builders' scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certificate documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register.

Where an AQF qualification is no longer current and has not been superseded, all learners' 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.

Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' 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 a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

The above does not apply where a training package request the delivery of a superseded unit of competency.

## 5. Policy Principles

### 5.1 Transition timelines

- a) The Director – Master Builders Training Institute (MBTI) (or designated staff member) reviews currency of training package qualifications, training package components and accredited courses that are on scope on a quarterly (or earlier) basis, at management review meetings and before publication of the semester Training Directory. If a transition arrangement is required, the Director – MBTI (or designated staff member) will be responsible for management of the process. This ensures that Master Builders is operating and delivering the current version and/or is managing the transitioning from superseded training package qualifications, training package components and/or accredited courses.
- b) Master Builders must commence enrolments in the replacement qualification, component or accredited course as soon as practicable but no later than 12 months from the date of publication of the replacement Training Package qualification, component or accredited course on the national register. (*refer to ASQA website*)<sup>1</sup>
- c) Master Builders must transfer continuing students of the superseded qualification, component or accredited course into the replacement qualification, component or accredited course as soon as practicable but no later than 12 months from the date of publication (or any pre-approved extended transition period by ASQA) of the replacement qualification on the national register
- d) During the transition period, Master Builders may continue to enrol and/or commence delivery and assessment in the superseded qualification, component or accredited course (if on scope) and must transition students to the new qualification, component or accredited course as soon as practicable, but no later than 12 months from the date of publication (or any pre-approved extended transition period by ASQA) of the new qualification, component or accredited course on the national register.
- e) Extended transition periods - Applications for a longer transition period can be submitted to ASQA, however these requests will only be considered by ASQA if it can be demonstrated that there would be genuine disadvantage to industry or a cohort of learners if such an extension was not approved. Note- ASQA does not consider RTO administrative errors or the like a genuine disadvantage to learners. (Source-[ASQA website](#))

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<sup>1</sup> General direction: Learner Transition found on their website  
<https://www.asqa.gov.au/news-publications/publications/general-direction-learner-transition>

## 5.2 Transition options for continuing students

**Teach out option for continuing students**, as previously approved by ASQA, wherein they were given a period of one (1) year from expiry of previous training package or accredited course to complete the training, assessment and receive the AQF Certification, **only applied to learners enrolled before 1 April 2015**.

(refer to the teach-out provisions detailed in the *General Direction – Transition and Teach-out* (dated 1 January 2014—see [Attachment 1, General Direction – Learner transition](#)).

**For learner enrolled on or after 1 April 2015** and continuing in a training product that becomes superseded, the provisions of the General Direction of 1 January 2014 **do not apply**. In other words, Master Builders will not continue to train, assess or issue AQF certification documentation for learners enrolled on or after 1 April 2015 beyond the one (1) year transition period.

Students should not be disadvantaged in any way. Therefore the Director – MBTI should discuss with senior management whether to ‘credit transfer’ OR ‘apply for an extension to the transition period to ASQA’.

- a) If they so request, the ‘credit transfer’ option will require continuing students to be enrolled in the new qualification and then have previously completed units mapped to the new qualification (if equivalent).
- b) Only under the circumstances where the industry or a cohort of learners would be genuinely disadvantaged by not getting an extension to the existing transition period, Master Builders may apply to ASQA for an extension to transition. However, it is unlikely that such applications would be approved by ASQA unless accompanied by appropriate supporting material (for example, by a State/Territory training authority where apprenticeships are involved; a licensing body; or a State/Territory Education Department where school students are involved). Any such application cannot be accepted from an individual learner or a group of learners.

## 5.3 Procedure

The Director – MBTI (or designated staff member) must:

- a) maintain the Training Component Change & Scope of Registration Register to clearly detail the timelines for transition and ensure all affected students are smoothly transitioned to the new course. The “Changes to Units and Qualifications Process” instructional sheet provides a step-by-step instruction of the tasks to be implemented when there has been a change to a component, qualification or accredited course;
- b) discuss the transition strategy with Training staff and Trainers and Assessors;
- c) review outdated Training and Assessment Strategies (TAS) and develop new TAS in consultation with industry;

- d) review and update all resources relevant to the course including, staffing, equipment, facilities, course materials - assessment tools, study outlines, program guides, training plans, mapping tools etc.;
- e) undertake a training needs analysis of all training staff and consultants and arrange appropriate professional development activities;
- f) update employers and funding providers and other stakeholders about the changes and possible effects;
- g) prepare formal notifications to students, staff and employers as applicable;
- h) detail in the Corrective Action Record any documents to be changed and include action dates and assigned responsibilities;
- i) document changes in the continuous improvement register, qualification on scope register and version document control register;
- j) complete and submit the **Application to change RTO Scope of registration** on ASQAnet to have replacement qualifications, components or accredited courses added to scope within 12 months of the superseded date (*refer to ASQA Website*)<sup>2</sup>;
- k) ensure that students are allowed to complete the course in which they originally enrolled:
  - i. once a qualification, component or accredited course is approved and placed on scope, enrolments commence;
  - ii. and existing students have the opportunity to transfer to the replacement qualification, component or accredited course if they so request as per **Item 5.2. Transition options for continuing students**.
- l) ensure that students are not disadvantaged by transferring to a new qualification or course (*refer to ASQA website*)<sup>3</sup>;

## 6. Person(s) Responsible

The Director – Master Builders Training Institute (MBTI) is responsible for the control, issuance and actioning of this policy and associated procedures.

The Director – Master Builders Training Institute (MBTI) will consult with the relevant senior management personnel, training staff and training consultants regarding the transition process.

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<sup>2</sup> ASQA Fact Sheet : Renewing accredited courses

<https://www.asqa.gov.au/news-publications/publications/fact-sheets/renewing-accredited-course>

<sup>3</sup> General direction: Learner Transition found on their website

<https://www.asqa.gov.au/news-publications/publications/general-directions/learner-transition>

## 7. Associated Documents

- a) VQF Quality Management System
- b) Qualification on Scope Register
- c) Management Review Report
- d) Continuous Improvement Register
- e) Version Document Control Register
- f) Validation Assessment Tool
- g) Training Component Change & Scope of Registration Register
- h) Changes to units and/or qualifications instructional sheet

# Transition Arrangement Policy

**Policy developed by:** Director Master Builders Training Institute and Compliance Coordinator

**Refer to:** Standard 1 – Clause 1.26 -1.27, Standards for RTOs 2015

**Approved by:** Corrie Williams, Director Master Builders Training Institute  
Saeed Mirbagher, Executive Director Commercial and Corporate

**Policy endorsed by:** Rebecca Casson, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1.0	21 Nov 13	Viviana Hood, Training Manager	Policy created	Nov 210
V2.0	12 Dec13	Julie-Anne Sheppard, Manager - Training Viviana Hood, General Manager - Commercial Services	Policy reviewed	Dec 2014
20150303 (v3.0)	27Mar 15	Corrie Williams, Manager, Training Viviana Hood, General Manager - Commercial Services	Additional text under 4. Requirements	Mar 2016
V4.0	2 Nov 16	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatted to template style. Rearranged text. Changed definitions text	Nov 2017
V5.0	3 Jan 2018	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to the new Master Builders template with the new logo	Dec 2018

# Transition Arrangement Policy

V6.0	30/7/19	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer	Managerial titles updated from: Head of Training to <b>Executive Manager – Master Builders Training Institute (MBTI)</b>  General Manager - Commercial Operations to <b>Chief Operating Officer</b>	Jun 2020
V7.0	23/10/2019	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer	Policy name and clauses updated to remove teach out period option for continuing students (enrolled on or after 1 April 2015) post expiry date of the superseded qualification/unit of competency	Jun 2020
V7.1	06 Apr. 2021	Corrie Williams, Director Master Builders Training Institute Saeed Mirbagher, Executive Director Commercial and Corporate	Managerial titles updated, addition of pre-approval transition timelines by ASQA.	Mar. 2022