

PROCEDURE: A3.2-P3.3

TRANSITION AND TEACH OUT

1.0 INTRODUCTION

1.1 Related Policy

Transition and Teach Out Policy.

1.2 Purpose

The Transition and Teach Out Procedure outlines the responsibilities and requirements for effective management of transition and teach-out. It provides guidance to AIM staff on how to manage student transition from superseded Training Products into their replacement or to teach out the students enrolled in the superseded Training Product within a defined period. AIM may also apply this approach if it wishes to discontinue offering a Training Product and teach out current students.

1.3 Scope

This procedure applies to all students enrolled in AIM's nationally recognised Training Products. This procedure applies to all AIM staff and third-party staff involved in processes related to course teachouts and transitions.

1.4 Scope Exceptions

The procedure only applies to nationally recognised Training Products.

2.0 RESPONSIBILITIES

1. The Executive Director AIM is responsible for:

- a. overseeing the AIM Transition strategy
- b. communication of the strategy to key internal stakeholders.

2. The Head of Academic Delivery VET is responsible for:

- a. communication of the impact of Training Product changes and transition/teach out requirements to AIM academic staff and students and the Registrar.
- b. oversight of the development and implementation of student transition or teach out management plans

3. The Head of VET Product is responsible for:

- a. communication of Training Product changes to Marketing, Sales, relevant academic staff and applicable third-party partners
- b. development and implementation of Training Product transition plans.

3. Academic staff are responsible for the development and management of their student transition and teach-out plans.
4. The VET Compliance and Operations Manager is responsible for:
 - a. ensuring the transition/teach-out meets the requirements of the Transition and Teach-out Policy and Procedure.
 - b. monitoring risk relating to transition/teach-out activities.
 - c. ensuring students complete, are assessed, and results entered into the AIM student management system three months prior to the training product Obsolete date.
5. The Registrar is responsible for ensuring that students are issued their Testamur and Record of Results or Statement of Attainment prior to the training product Obsolete date.
6. All AIM academic and administrative staff are responsible for implementing the procedure

3.0 PROCEDURE

3.1 Training Product changes

1. The Executive Director, AIM oversees the Transition and Teach Out strategy and ensures it includes:
 - a. The content and timelines of written communication to impacted students
 - b. Updates to information on the website and marketing collateral
 - c. Impact on any contractual obligations associated with the course
 - d. Resourcing and strategies to support transition/teach out of students
 - e. Key timelines and deadlines relating to the transition
 - f. Strategy for third party partners (if applicable).

3.2 Training Product Transition

1. The Head of VET Product develops a Training Product Transition Plan that includes advising relevant teams of changes to the Training Products, nature of the changes (equivalent or non-equivalent) and timeline to make required adjustments to training resources including training and assessment strategies and assessments.
2. The Head of VET Product reviews the Training Package Companion Guide to confirm exact changes and advises the Head Educational Programs, Head Academic Delivery VET and the Registrar.
3. The Head of VET Product provides an updated training and assessment strategy (TAS) for equivalent and non-equivalent Training Products and schedule for delivery of updated resources where required.
4. The Head of VET Product identifies the evidence required for the scope application for the non-equivalent replacement Training Product in accordance with the Scope

Variation procedure and plans for completion six months before the superseded Training Product becomes Obsolete.

5. The Head of Academic Delivery VET ensures all trainers and assessors update their matrices for transitioning non-equivalent training products, in accordance with the Scope Variation procedure.

3.3 Communication to existing and prospective students

1. The Head of VET Product briefs the Marketing and Sales teams on required changes that need to be made on the AIM website to relevant course collateral, advising of the superseded status of the training product. This communication includes:
 - a. That the course is superseded and will become obsolete after 12 months or as advised by ASQA
 - b. Relevant course information including code details that need to be changed
 - c. Advice to Sales on prospective students and options to transition or teach out
 - d. Relevant information to support prospective student choice before enrolling in the superseded course or the equivalent or new course.
2. The Head of Academic Delivery VET advises all program coordinators, trainers and assessors and ensures that all current students are aware of the change and impact on their study.
3. The Head of Academic Delivery VET will ensure that the communication to students includes:
 - a. The notification that the course is superseded and will be transitioned/taught out
 - b. The details specific to available options to the student.
 - c. Additional requirements for VSL students when transitioning to the new course.
 - d. Changes to Training Plans
 - e. Contact details of support staff available to discuss individual enquiries
 - f. Administration costs for transfer to the new training product where the student is unable to complete according to the plan.
4. Communications between AIM and students must be recorded on each student record on the AIM Student Management System (SMS).
5. Program coordinators, trainers and assessors and student support regularly engage with students to confirm progression and transition.

3.3 Development and implementation of Student Transition-Teachout Plans (STTP)

1. The Head of Academic Delivery VET consults with relevant stakeholders on current delivery, student numbers and progression to scope the transition approach - transfer

students to replacement training product or teach out students in the superseded training product.

2. The Head of Academic Delivery VET develops implementation transition-teach out plans, including timelines, with relevant program coordinators, trainers and assessors and student support ensuring that student progression, engagement and acknowledgment of transition or teach out is documented.
3. Trainers and assessors monitor the transition-teach out plan and engage with students to support completions.
4. Student Support provides VSL students with support to complete their transition which will include triggering the Progression Form for the student in the eCAF system for students to complete and to advise DEWR of the change.

3.4 Administration

1. The Registrar consults with the Head of Academic Delivery VET to ensure results and completions are entered into the SMS by the due date to allow for processing and verification.
2. Trainers and assessors ensure results and completions are entered into the learning management system two months before the Obsolete date.
3. Student Support confirms student and relevant Training Product details in the SMS for students transferring into the replacement Training Product and for VSL students will update and reissue the Statement of Covered Fees, Fee Notices, and Commonwealth Assistance Notices for affected parts of the student's current (superseded course).
4. The Registrar confirms the status of all impacted students with the Head of Academic Delivery VET and advises on any transition risks to the Executive Director AIM and the VET Compliance and Operations Manager.
5. The Registrar issues Testamurs and Records of Results or Statements of Attainment to completed students and transfers students one month before the Obsolete date.
6. The Registrar confirms the AIM RTO replacement strategy for superseded TPs, including the last date for enrolling new students, with the Executive Director AIM to ensure that no students are disadvantaged by enrolling in a superseded TP.

4.0 DEFINITIONS

- ASQA - the Australian Skills Quality Authority.
- **Course** - a program of study that may consist of a nationally recognised qualification, accredited course, skill set or unit of competency.
- **Equivalent** - the replacement Training Product has the same vocational outcome with training package requirements sufficiently similar to the replacement Training Product by the developers and ASQA such that students may not need to do additional work or extend their study to demonstrate competence and the RTO may not be required to create new or additional training resources. The RTO will need to review the changes and the training package Companion Volume Implementation

Guide, assess the impact of the changes and adjust at a minimum the training and assessment strategy.

- **Obsolete** - Training Product is no longer current and is automatically removed from the RTO scope of registration after the superseded period, normally 12 months.
- **National register** - official national register of information on VET, under ASQA, which has the details of all nationally recognised Training Products, including accredited courses, endorsed training package qualifications, units of competency and skill sets. (training.gov.au)
- **Non-equivalent** - the replacement Training Product has a different vocational outcome and may have significant changes (e.g. new content, structural changes to core/electives) that will require the RTO to review and modify the training and assessment strategy, training resources and assessments.
- **Superseded** - no longer current as a replacement Training Product has been developed and is on the national register.
- **Teach out** - students may choose to complete the superseded Training Product within the time period and not transition to the new Training Product.
- **Training Product (TP)** - a qualification, skillset, unit of competency, accredited course.
- **Transition** - students are transferred from one Training Product into another within the transition period, generally 12 months of its superseded status on the national register.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Transition and Teach Out Procedure
- Transition and Teach Out templates
- Training Product Lifecycle Policy and Procedure
- Scope Variation Policy and Procedure
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [VET Student Loans Act 2016](#)

6.0 POLICY/PROCEDURE OWNERSHIP

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|--------------------|-------------------------|
| Policy Owner | Executive Director AIM |
| Status | Reviewed on July 2022 |
| Approval Authority | Chief Executive Officer |
| Date of Approval | 13 September 2022 |
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| Implementation Owner | Head Academic Delivery VET |
| Maintenance Owner | VET Compliance and Operations |
| Review Due | 11 August 2025 |
| Content Enquiries | Head Academic Delivery VET- Sandy Jagdev Sandy.jagdev@aim.com.au |

7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|-----------|---------------------------|---------------------------------------|--|
| A3.1-P3.1 | 13 September 2022 | VET Compliance and Operations Manager | Updated to separate Policy and Procedure. |
| A3.1-P3.2 | 23 March 2023 | VET Compliance and Operations Manager | Minor edits to clarify training product transition and student transition |
| A3.2-P3.3 | 13 October 2023 | VET Compliance and Operations Manager | Updated to include reference to VSL and impact on student transition and teach-out process |