

# GENERAL DIRECTION

## Learner transition where a training product is no longer current

### Authority

This is a General Direction made under section 28(1) of the *National Vocational Education and Training Regulator Act 2011* (the Act).

A General Direction may be given by the Australian Skills Quality Authority (ASQA), as the National VET Regulator, on how registered training organisations (RTOs) are to comply with the VET Quality Framework and other conditions of registration as defined in the Act.

It is a condition of registration that a RTO must comply with any such General Direction.

### Purpose

The purpose of this General Direction is to detail arrangements concerning:

1. the commencement of a new learner in a training product which is no longer current (i.e. the training product has been superseded, removed or deleted from the National Register); and
2. the time-frame in which a RTO must complete the training, assessment and AQF certification documentation issuance for learners enrolled in a training product which is, or becomes, no longer current.

These arrangements are made in accordance with the provisions of Clause 1.26 of the [Standards for Registered Training Organisations 2015](#) (the *Standards for RTOs 2015*).

### Commencement


This General Direction will come into effect on 1 April 2015.

### Terms and definitions

All terms used in this General Direction have the meaning as described in the *Standards for RTOs 2015*.

In addition:

- **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is a term used in earlier ASQA General Directions to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a learner's training, assessment and AQF certification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*)
- **transition period** means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification



documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

## Principles underpinning this General Direction

Unless extraordinary circumstances exist, VET stakeholders benefit when learners are trained, assessed, and awarded AQF certification documentation in the currently endorsed or accredited training product.

ASQA does not foresee any circumstances where it would approve a variation to the requirements of Clause 1.26(d) i.e. the provisions related to RTOs not commencing training and assessment of a new learner in any training product that has been removed or deleted from the National Register.

It is only where, in ASQA's view, extraordinary circumstances exist that an extension to the transition periods specified in the *Standards for RTOs 2015* (Clauses 1.26 (a), (b) and (c)) will be considered.

To avoid any confusion, ASQA makes clear that the provisions of this General Direction (and the requirements of the *Standards for RTOs 2015* generally) apply where a RTO is providing training services to domestic and / or overseas VET students.


## Approved transition arrangements

1. For any learner enrolled before 1 April 2015 in a training product which is or becomes superseded, removed or deleted from the National Register (regardless of when the learner is scheduled to complete training and assessment), ASQA approves that, should the RTO desire, the teach-out provisions detailed in the *General Direction – Transition and Teach-out* (dated 1 January 2014) may be applied. A copy of that General Direction is attached (see **Attachment 1**).

(It is noteworthy that an existing addendum to that document provides that a RTO may extend the teach-out period to complete the training, assessment and awarding of AQF certification documentation to a learner without ASQA's approval where the learner would be genuinely disadvantaged should the RTO adhere to the defined teach-out periods.)

2. For learners enrolled on 1 April 2015 or later in a training product which is, or becomes, superseded (*noting that no new enrolments are permitted in training products which are removed or deleted from the National Register*), the provisions of the General Direction of 1 January 2014 **do not apply**. To be absolutely clear, RTOs may **not** continue to train, assess or issue AQF certification documentation for learners enrolled on or after 1 April 2015 beyond the periods specified in Clauses 1.26 (a), (b) and (c) of the *Standards for RTOs 2015* except as provided below.

While ASQA is empowered to approve transition periods longer than those detailed in Clauses 1.26 (a), (b) and (c) of the *Standards for RTOs 2015*, ASQA will only consider applications for a longer transition period where it can be demonstrated that there would be genuine disadvantage to a cohort of



learners if such an extension was not approved.

While applications on the basis described above may be submitted by individual RTOs or other interested parties (for example, an industry group), it is unlikely that such applications would be approved 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).

ASQA does not intend to accept applications for extended transition periods from an individual learner or groups of learners.

Should ASQA approve an extended transition period, that arrangement will apply to all RTOs delivering the specific training product to the identified learner cohort (e.g. plumbing apprentices in a specific jurisdiction where the qualification has been superseded), regardless of who made the application.

ASQA will publish such approvals on its website.

Applications should be lodged in writing to:  
[TransitionRequest@asqa.gov.au](mailto:TransitionRequest@asqa.gov.au)



# GENERAL DIRECTION

## Transition & teach-out

An update to this general direction was published on 24 February 2014.

That update had the effect of reintroducing some flexibility in teach-out arrangements.

Specifically, that where a student(s) cannot complete his/her training in accordance with the provisions contained within this general direction, RTOs may operate under the arrangements detailed in the previous general direction.

Specifically, that training organisations may continue to train/assess and issue AQE certification documents in circumstances where exceptional circumstances exist which would cause a student(s) to be genuinely disadvantaged if made to transfer to the new training product. In such circumstances, RTOs are required to be prepared to demonstrate the reason for reaching that determination (and to keep records of the decisions and reasons).

**Newly endorsed equivalent training package products (qualifications and/or units of competency) will now be automatically added to your RTO and CRICOS scope of registration without requiring an application or a fee. This process applies to all providers with a training package product listed on their scope that has been superseded with a new training product that is deemed equivalent. Further information is available on the [ASQA website](#).**

This is a general direction made under section 28(1) of the *National Vocational Education and Training Regulator Act 2011* (Cwth) (the Act).

A general direction may be given by ASQA, as the national VET regulator, on the way in which the VET Quality Framework and other conditions defined in the Act are to be complied with.

It is a condition of registration that an ASQA RTO must comply with any such general directions.

### Purpose

The purpose of this general direction is to guide ASQA RTOs in implementing the requirement (refer [Standards for NVR Registered Training Organisations 2012 SNR 25](#)).

The general direction also guides RTOs in managing the transition from superseded and deleted Training Package qualifications and units of competency, and expired accredited courses, as well as describing arrangements to teach-out students enrolled in superseded or deleted qualifications or expired accredited courses.

The *Standards for NVR Registered Training Organisations 2012*, require registered training organisations (RTO) or applicant RTOs to manage the transition from superseded Training Packages within 12 months of their publication on the national register and from superseded accredited courses so that they only deliver currently endorsed Training Packages and/or currently accredited courses.





- **Superseded:** when a new training package qualification replaces an existing qualification, the existing qualification is referred to as a 'superseded training package qualification'. When a new unit of competency replaces a unit, the existing unit is referred to as a 'superseded unit of competency'. This rule also applies to units of competency constituting a skill set.
    - The national register may also use the term 'superseded' for a qualification or unit of competency that has been deleted from its training package without having been replaced. In this circumstance, no relationship mapping information will appear for the qualification or unit on the national register. Such products are considered 'deleted' for the purpose of this general direction.
  - **Teach-out:** allowance to complete all training, assessment and qualification issuance of current students in an inactive VET course, following expiry of any applicable transition period of the VET course's replacement.
  - **Transition:** all actions required to change the delivery operations of an RTO from an existing training product to a replacement endorsed or accredited training product; including resourcing, registration and transfer of students.
- demonstrate, upon request, how the student would have experienced genuine disadvantage if made to transition earlier. **A student must not continue training in any qualification, course or unit of competency beyond the combined transition and teach-out periods under any circumstances.**
- An RTO must apply to have a new training package qualification, unit of competency and/or accredited course added to its scope of registration (by submitting an [Application to change RTO scope of registration](#), accompanied by the required fee), if it wishes to deliver the new product. Approval of this application must be recorded on the national register ([training.gov.au](#)) before the RTO can commence delivery.
  - RTOs must ensure that students are not enrolled in qualifications/courses that adversely affect their opportunities for employment, residency status and/or future study pathways.
  - An RTO must provide timely and adequate advice and guidance to current 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. Transfer of students must be undertaken in collaboration between the student and the RTO. Current students must not be required to transfer to new training package qualifications or new accredited courses where the genuine disadvantage to them in doing so would outweigh their continued training in, and issuance with, a qualification or statement of attainment for a superseded or deleted training package qualification or superseded or expired accredited courses.
  - A registration application for a superseded or deleted training package qualification (or part

### Principles underpinning the general direction

- When assessing compliance with SNR 25, ASQA will apply an overarching principle that a student is entitled to receive the current (endorsed or accredited) training product, unless the student would be genuinely disadvantaged in transferring to that product under the prescribed transition arrangements. In these cases, an RTO is permitted a further period to teach-out the student in his/her existing qualification, but must be prepared to



thereof) or expired accredited course (or part thereof) will not be considered, unless the application is to renew the RTO's current scope and the product is still within the allowable transition period (refer below).

- An RTO does not need to apply to ASQA to teach-out a training package qualification, unit of competency or accredited course in accordance with this general direction.
- The table below sets out the arrangements for transition and teach-out to guide RTOs in managing their obligations when training packages and accredited courses are replaced, deleted or expired.



## Transition and teach out arrangements

	Transition arrangements			Teach-out provisions
	RTO registration	Continuing students	New students	
Superseded training package qualification or Superseded training package unit of competency	<p>If an RTO has a training package qualification or unit of competency on its scope which has been superseded by a new training package qualification or unit and is not equivalent, the RTO must apply to have the replacement training package qualification or unit added to its scope of registration as soon as it deems itself prepared but no later than 12 months from the release date of the earliest qualification that has replaced it on the national register (if it intends to offer and deliver the replacement qualification/ unit).</p> <p>ASQA will remove a superseded training package qualification or unit of competency from an RTO's scope of registration on the national register upon expiry of the 12 month period following publication of it having been replaced unless a provider specifically applies to ASQA to have the qualifications/ unit removed earlier. The qualification or unit will then only appear in the 'Display History' section of the RTO's scope on the national register.</p> <p><b>[Note:</b> A qualification or unit of competency that appears on the national register as 'superseded' but shows no relationship mapping information will not have been replaced by any new product and as such should be treated as 'deleted'.]</p>	<p>An RTO must transfer current students of the superseded qualification or unit of competency into the replacement qualification or unit as soon as practicable following granting of registration but no later than 12 months from the date of publication of it being superseded on the national register.</p>	<p>Once a replacement qualification or unit of competency is published on the national register, an RTO may still commence training or assessment of a new student into the superseded qualification or unit, but only until the superseded qualification or unit is removed from its scope of registration on the national register.</p>	<p>An RTO may continue to deliver training and assessment services and issue awards to current students of the superseded qualification who would have been genuinely disadvantaged if required to transfer to the replacement qualification, for up to 6 months after the expiry of the transition period for its replacement.</p> <p>No teach-out provisions apply to superseded units of competency.</p> <p>Students who have not completed a superseded qualification within 18 months or a superseded unit of competency within 12 months following publication of the item being superseded on the national register must be immediately issued with any eligible AQF testamur and transferred to a new qualification or new RTO.</p> <p>Except to replace a testamur issued by the RTO previously, an RTO must not issue an AQF testamur to a student for a qualification that was superseded more than 18 months ago.</p> <p>During the teach-out period, the RTO must not enrol students and/or commence delivery in the superseded qualification.</p>



	Transition arrangements			Teach-out provisions
	RTO registration	Continuing students	New students	
Deleted training package qualification or Deleted training package unit of competency or Expired accredited course	<p>If an RTO has a training package qualification or unit of competency on its scope that is removed from the training package, there is no qualification for the RTO to transition its registration to. When a qualification or unit of competency is deleted it will be immediately removed from an RTO's scope on the national register.</p> <p>If an RTO has an accredited course on its scope and that course expires, there is no qualification or course for the RTO to transition its registration to. An accredited course that has expired will show as 'non-current' on the national register.</p> <p>ASQA will change a deleted training package qualification or unit or expired accredited course on an RTO's scope of registration to a 'non-current' status following publication on the national register of its removal. The qualification or course will then only appear in the 'Display History' section of the RTO's scope on the national register.</p> <p><b>[Note:</b> Accredited courses expire and do not transition to other accredited courses. It is the obligation of the course proponent to inform all RTOs registered for the course about its intention not to seek reaccreditation, prior to expiry of the course. In instances where an accredited course is reaccredited by the course owner, an application for the new accredited course is not treated as a transition application and application evidence and full fee payment is required.]</p>	<p>There is no replacement qualification or unit or course for the RTO to transition students of a deleted qualification or expired accredited course to.</p> <p>Nonetheless, the RTO must provide timely and adequate advice and guidance to students if the qualification/ unit/ course in which they are enrolled is deleted or expired, with the view to transferring the student to an alternative endorsed training package qualification, unit of competency or accredited course.</p>	<p>Once the national register publishes that a training package qualification or unit of competency has been deleted or that an accredited course has expired, an RTO must not commence any training or assessment of the deleted qualification or unit or expired accredited course to any new student.</p>	<p>An RTO may continue to deliver training and assessment and issue AQF testamurs to current students of a deleted qualification or expired accredited course for up to 18 months after publication on the national register of the qualification being deleted or the course expiring. An RTO may continue to deliver training and assessment and issue AQF testamurs to current students of a deleted unit of competency for up to 12 months after publication on the national register of the unit being deleted.</p> <p>Students who have not completed a deleted qualification or unit or an expired accredited course during this timeframe (ie. 18 months following publication of its removal from the national register) must be immediately issued with any eligible AQF testamur and transferred to a new qualification, unit or course or to a new RTO.</p> <p>Except to replace a testamur issued by the RTO previously, an RTO must not issue an AQF testamur to a student for a qualification or unit that was deleted or an accredited course that expired more than 18 months ago.</p> <p>During the teach-out period, the RTO must not enrol new students and/or commence delivery in the deleted qualification or unit or expired accredited course.</p>