

# Training Package Transition Policy

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Global Development College (GDC)'s Management is committed to managing the transition of superseded training package qualifications, accredited courses and units of competency on GDC's scope of registration within 12 months of its publication on the [training.gov.au](http://training.gov.au) website.

### Training Package Transition Procedures

- The CEO and GDC Training Coordinator shall each maintain an active 'notification account' on [training.gov.au](http://training.gov.au) website for each qualification and or unit of competency on GDC's scope of registration.
- GDC Training Coordinator shall respond to each superseded qualification or unit of competency on GDC's scope of registration via a course relevant, summary mapping review.
- The Training Coordinator shall provide a written report to the CEO detailing the findings from the summary mapping review and the required actions and scheduling to update all relevant GDC course material documentation and applicable training and assessment strategies.
- All GDC training staff will be required to implement required actions to deliver reviewed course materials relevant to updated training package qualifications, units of competency and accredited courses.
- The Training Coordinator shall ensure that specific assessment validation measures are applied to all updated course materials.
- The 'Summary Mapping Review Report' shall be used and completed as a record by the Training Coordinator and CEO during the review and update.
- The CEO shall ensure that the scope addition application for updated unit/s or replacement qualifications are submitted as soon as practicable but no later than 12 months from the date of publication of the updated unit/s or replacement qualification on the national register.

### Teach out Procedures

- GDC's Management will provide timely, adequate advice and guidance to all enrolled students concerning superseded, expired or deleted units and or qualifications delivered by GDC.
  - The Training Coordinator will provide written advice to students identifying the publication date of updated unit/s of competency and information concerning the nature of the changes to the unit/s and GDC's current schedule of progress toward transitioning to the updated unit/s or qualification.
  - Where a training product is **superseded**, GDC's Management will:
    - Cease enrolling new students **12 months after** the replacement product is listed on the National Register;
    - Ensure all enrolled students either:
      - **Complete** and are **issued certification** for the superseded product within the transition period, or
      - Are **transferred** into the replacement product in a timely and supported manner.
  - Where a qualification is **no longer current and not superseded**, all enrolled students must:
    1. **Complete** the training within **two (2) years** from the date it was removed from the National Register; and
    2. Be issued all required AQF certification within the same period.
    3. Where a skill set, unit of competency, accredited short course, or module is **no longer current and not superseded**, all enrolled students must:
      4. **Complete** the training and be issued certification within **one (1) year** of its removal from the National Register.
- a requirement to undertake additional units of competency
- an extension to the enrolment period
- a fundamental change in the structure or content of the qualification or course § an additional financial expense
- a significant change in training venue or delivery mode
- a change to apprenticeship/traineeship contract terms
- the outcome of the new/revised qualification or course is not recognised by an industry licensing/regulatory body
- a change to their residency visa status

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.