# Course Development, Approval and Transition Policy

## Purpose

The policy is designed to ensure a rigorous and systematic approach to the development, internal approval and transition of the vocational courses in accordance with industry requirements.

## Scope

The policy applies to the Training Manager and Training Staff.
This policy covers:
1) the development and approval of:
   - Vocational Courses which are new to the Australian Academy of Trade & Technology
   - Existing approved vocational courses which are subject to amendment
   - Individual units (elective units) new to the Australian Academy of Trade & Technology
2) The transition arrangements from the superseded Training Packages

## Objective

This policy supports and ensures that

- The Australian Academy of Trade & Technology is always using the most up to date versions of the Training Packages as endorsed.
- All the courses developed & delivered within the Australian Academy of Trade & Technology are current and meet the training package requirements and the needs of industry.
- Australian Academy of Trade & Technology should transition in response to training package changes within 12 months from the date of release of the revised or new training packages.

## Policy Details

Any course developed within the Australian Academy of Trade & Technology is undertaken by solution specialists who are responsible for the development of all training and assessment material. This may be achieved by the construction of original material internally and/ or purchasing assessment tools and training resource from one or more third parties that may form part of the total course to speed development and ensure currency. All material should go through the validation and industry consultation process to make sure it meets the training package requirements before delivery and again during the validation process and procedure.

# Course Development and Approval

1) Courses which are new to the Australian Academy of Trade & Technology will be developed and then validated to confirm industry relevance and appropriateness prior to submitting an application for the course to be placed on scope on the National Register subject to approval by the regulator.

2) Existing courses which are subject to major amendments will need the regulator's approval to be validated and industry consulted before applying for approval of delivery from the regulator (this may be subject to Regulator Audit).

3) Amendments to the course by way of improvements (for example as a result of validation) or through the update of a few units will not be required to have the regulator's approval. However, all changes should be reviewed by the relevant training staff and the training manager before implementation. It should be implemented within 3 months of the validation process.

# Training and Assessment Strategy Development

One or more Training and Assessment Strategies may be developed for a qualification based on the target learner population and will clearly outline:

- The cohort of students including previous experience, pre-requisites, entry requirements and include delivery mode (e.g. on the job).
- The qualification, the core and elective units, delivery timetable and hours of delivery, volume of learning and amount of training
- The resources required to deliver the qualification including
    o Trainers and Assessors
    o Physical resources (and detail if simulated working environment involved)
    o Premises/Facilities
    o Assessment resources, methods and timings
- Support structures for learners
- Any other details that more clearly explain why the strategy is developed in that form e.g. variations in delivery hours, how the population may gain work experience, licensing requirements, employability / foundation skills mapping, etc.

The standard Australian Academy of Trade & Technology Training and assessment strategy template will be used to ensure completeness and consistency.

# Course Material

Prior to application for extension to scope, the Australian Academy of Trade & Technology will develop all the required training and assessment material. This material will vary dependent upon the mode of delivery and whether structured in standalone units for delivery or in a cluster/block form or a mixture of both. The training material (assuming face to face delivery) will comprise as a minimum (per Unit or Cluster) of:

- Learning Resources
- Assessment Tools

- o Student assessment pack including clear and simple instructions of what is required
        - o Assessors pack including clear instruction on how to assess, what is deemed as satisfactory for each assessment tool, and sample answers, or answer checklist as appropriate.
        - o Recognition of prior learning (RPL) Kit
    - • Assessment Mapping Document

All material will be version controlled in line with the Records Management Policy.

# Use of Third Party material or personnel

The Australian Academy of Trade & Technology may purchase third party material or use contractors to assist in the development of the course. The Australian Academy of Trade & Technology remains responsible for the completeness and accuracy of the qualification and should satisfy itself that Third Party material coverage is sufficient and fit for purpose and that any work developed on its behalf meets those criteria.

# Industry Consultation

Inputs from industry should be sort early in the course development process, ideally at concept stage initially to ascertain key requirements, understand industry trends and imperatives that will help shape Unit selection. The input will help determine how training will be delivered and then document the resulting plan in a delivery schedule. Delivery may be class room based, on-the-job, off-the-job, online, clustering of units – or any combination of these.

Determine industry and client needs to ensure the Training and Assessment Strategy meets those needs. This means both nurturing meaningful relationships with employers and/or industry associations and considering learner characteristics and the needs of the target group.

When monitoring the implementation of the strategies, the Australian Academy of Trade & Technology will continue to engage with industry and seek feedback about how the Australian Academy of Trade & Technology has provided training and assessment, including feedback on the resources used for both training and assessment. The monitoring process should also confirm industry's ongoing expectations for current industry skills and knowledge of trainers and assessors.

Australian Academy of Trade & Technology should engage industry and gain feedback during the new course development or changing any of the exiting courses. Australian Academy of Trade & Technology should engage at least annually to make sure the training product including the TAS, Resources, Assessment methods, Trainer skills meeting the industry requirements and are current.

- • The industry input is gained through a number of means
- • Trainers and assessors who are also employed in the industry
- • Engagement with employers and professional bodies
- • Feedback on the relevance from students
- • Review of elective units' selection at program inception or planned changes

# Keeping track of changes in Training Package requirements

The Training Manager will ensure that they are registered to receive update information from bodies such as those listed below so that they keep abreast of actual or pending changes in order to plan for Transition as required:

- National Register
- Industry Skills Council relevant to their scope (or their successors)
- Industry interest / support groups

# Monitoring Training and Assessment Strategies - continue to meet the needs of the students and the Training Package requirements

The Training Manager will schedule at least annually a review of each qualification on scope (or earlier if a transition is triggered).

This review is to determine that the current Training and Assessment Strategy continues to meet the needs of the students who are undergoing and or have completed the course and that delivery continues to align with the requirements of the training package.

Input should be sought from sources such as industry feedback, trainer feedback, student feedback (both formal and informal) and any objective quality data collected.

Changes should be made and a new version of the strategy (version controlled) and any associated units that need modification should be developed and communicated to the training and assessing staff.

The previous versions should be achieved.

# Transition of Superseded Training Package(s)

All transitions will be managed in line with the updated ASQA General Direction relating to course transition (Learner Transition when a Training Product is no longer current – 1st April 2015).

# Equivalent and Non-Equivalent Qualifications

Some transitioned qualifications may be deemed equivalent.  In such a case minor errors are corrected or restricting of the material is undertaken but the learning outcomes and assessment requirements remain equivalent to the Superseded Qualification.

For these Qualifications, ASQA will automatically update the Australian Academy of Trade & Technology's registration to show both the old and the new qualifications, the old one being automatically removed after the 12-month transition window.  Where this is the case, the transition plan following the steps below must still be completed, but no notification to the regulator is required. For all other qualifications the new qualification must be approved and registered by the regulator within 12 months of the release of the transition package except in special circumstances. Transition arrangements lasting for more than 12 months must be approved by the regulator.

# Transition Plan

1) On identification of a transitioned package, the Training Manger is to develop a transition plan. The plan is to document the activities required and timescale to ensure:
    a. All training and assessment material is updated to meet with the new Training Package requirements
    b. The selection of units and the Training and Assessment Strategy are approved by industry
    c. Students who are currently undergoing training a reviewed with the aim to transition them to the new course where ever possible.
    d. Professional Development, Validation and any other requirements to effect a smooth transition
    e. Allowing sufficient time for the application, audit and approval of the new course by the regulator within 12 months
2) In the absence of any other guidance from the regulator, the Australian Academy of Trade & Technology will review and follow the ASQA General direction for Learner Transition.
3) Where possible, students should have the opportunity to transfer to the most recent qualification. When making the decision to transfer to the new qualification, the following should be considered:
    a. proportion of the qualification that has been completed
    b. the degree of alignment with the new qualification and
    c. potential advantage or disadvantage to the students
4) A student must be allowed to complete the course in which they originally enrolled or be transferred to the replacement course with minimum disadvantage to the student.
5) Once a replacement qualification is published on the national register, the Australian Academy of Trade & Technology may commence training or assessment of the superseded qualification to a new student, for a period of 12 months or until it is registered for the replacement qualification (whichever occurs first).
6) Currently enrolled students and, where appropriate, previously enrolled students are entitled to complete the qualification in which they were enrolled. However, students who have completed 50% or less of their qualification should be encouraged to transfer to the new/revised qualification.
7) The Training Manager will ensure that transition arrangements are documented for each course and group, and provide details to relevant stakeholders in a timely manner, especially Students, Training Staff and Student Administration.
8) A previously enrolled student wishing to re-enrol in a superseded/expired qualification during the transition period can only enrol in units approved by the Training Manager for delivery during the transition period dependent on the delivery schedule of those particular units.
9) Typically a transition plan will contain:

- Current situation – learner numbers, level of completion, expected time to complete

- Changes between new and superseded qualification/unit

- Identify equivalent units of competencies

- Identify units that will require redevelopment

- Identify new units

- Plan to re-develop training and assessment material including industry validation for above

- Identify transition arrangements for existing learners

    o Migrate to new qualification (preferred option)

    o Stay on existing qualification (highlight potential disadvantage if learners were forced to migrate)

- Preparation of training and/or assessment material covering the difference between the replaced and current units (GAP training)

- Develop new marketing material

- Plan for regulatory approval (extension to scope or unit transition documentation)

- Plan for learner information session.

## Roles and Responsibilities

- Training Manager is responsible to ensure all the courses are going through the validation & industry consultation (quality assurance) process before delivery and or applying to regulator for approval.

- Training Manger is responsible for managing the transition of the superseded training packages.

- Chief Executive Officer is responsible to apply to the regulator for approval.

## Related Documents

- Industry consultation documents
- Training and Assessment Strategy
- Marketing Material
- Staff Handbook

# Revision History

| Version No. | Creation/ Revision Date | Comment | Created/ Revised by |
|---|---|---|---|
| 1.0 | 01/10/2018 | Policy and procedure created | CEO |
| 1.1 | 09/03/2019 | Yearly review and minor updates | CEO |