

The page features a light beige background with a large, stylized geometric shape on the left side, resembling a large letter 'K' or a series of overlapping triangles. A solid blue horizontal band is positioned at the bottom of the page, partially overlapping the beige area.

**Kaplan Professional
Training Product Transition Policy**

Kaplan Education Pty Ltd

Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as 'Kaplan Professional'). The policy applies to all RTO staff involved in the management and provision of education and training products and services for students and clients.

Purpose

As the needs of industry change, qualifications, courses, units of competency, and skill sets (training products) are often superseded or discontinued through the revision of training packages. To ensure that industry and students' needs are being met, Registered Training Organisations (RTOs) must ensure that, where possible, students are transitioned into new versions of training products when they become available or complete the training product in which they are enrolled before the transition period expires.

This policy and accompanying procedures support Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015 (specifically Clauses 1.26 and 1.27), which places requirements on an RTO regarding managing the transition from superseded training products.

Policy Statement

As a responsible RTO, Kaplan Professional implements strategies to deliver and assess the latest versions of training products.

This policy will:

- assist RTO staff in ensuring that all superseded training products are taught out appropriately and within the designated timelines.
- ensure that appropriate transition arrangements are put in place and that students are notified and consulted, as necessary.
- ensure that materials and tools to enable new training products added to Kaplan Professional's scope of registration are acquired and available to students and all relevant staff.
- ensure that the resource requirements are met for applications to add non-equivalent qualifications, units of competency and short courses to scope.

Definitions

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| Deleted | When a training product is deleted by the SSO from a training package, it is not replaced because it is no longer required by industry. An RTO cannot enrol new students after it has been announced that the training product is deleted. |
| Equivalent | When a new or revised training package is released, ASQA identifies all qualifications and units of competency classified as 'equivalent' to a current training package product. If an RTO have one of these products on their scope of registration, the RTO's scope will be updated with the new, equivalent training product. |
| Not equivalent | When an SSO's revision of a training package product changes its outcome, the new version becomes 'not equivalent' to the superseded product. ASQA considers not equivalent packages to be new products. As for any new product, ASQA undertakes a risk assessment before approving and adding them to the RTO's scope of registration. |

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| Scope of registration | means the training products for which an RTO is registered to issue AQF certification documentation. The scope of registration for an RTO is listed on the National Register: training.gov.au |
| SSO | Skills Service Organisations |
| Superseded | When a new or revised training product is released, the previous training product is superseded. When the 12-month transition period ends, the RTO can no longer enrol students or issue certificates for the superseded training product. |
| Extended transition | If ASQA approves an extension to a transition period, this allowance will apply to all RTOs delivering the specific training product to the identified learner group. |
| Training product | is an AQF qualification, skill set, unit of competency, accredited short course or module. |
| Transition | When an SSO revises a training product, there is a 12-month transition period (formally known as teach out) to move all students from the superseded training product to the new training product. |

Policy Principles

Superseded training products

In the case of a training product being superseded, the new training product should be implemented as soon as possible, but no later than twelve months from the endorsement date published on the national register, www.training.gov.au.

When a training product is superseded and equivalent to the previous version, Kaplan Professional must transfer all currently enrolled students into the revised training product or complete the student in the superseded product (transition), within 12 months of endorsement of the new product.

The transition period includes the issue of the qualification or statement of attainment. Once the training product has been removed from an RTO's scope of registration, which will occur automatically once the transition period has ended, the RTO can no longer issue that qualification or statement of attainment. The only exception to this is if replacement certification needs to be issued to a student.

Extension to transition period

ASQA publishes a list of transition extensions that have been granted at:

<https://www.asqa.gov.au/rto/change-scope/transition-items/training-products-current-transition-extensions>

Deleted training products

If a qualification is discontinued entirely, that is there is no new product to transition to, the teach-out period is two years from the date it is deemed to be deleted.

If a unit of competency, skill set or short course is discontinued, the teach-out period is twelve months.

The RTO is not able to enrol students in a deleted training product once the deletion has been announced on training.gov.au.

Transitioning students

Kaplan Professional will review the status and progress of all currently enrolled students to determine their capacity to complete the requirements of the qualification or course in which they are enrolled during the transition period.

Students who are unable to complete within the transition period will be required to transition to the new training product if they wish to complete the qualification or course. New enrolments may be taken during the teach-out period for superseded products on the condition that new students are made aware on enrolment of the upcoming requirement to transition to the new training product.

Notwithstanding the above, it is preferable that students receive the most recent qualification or statement of attainment, therefore transition to the new product is the preferred option.

Transitioning or completion plan

When a new training product is superseded, replaced or deleted Kaplan Professional will develop a transition or completion plan for student cohorts, or individual students, if necessary, to facilitate the process.

Kaplan Professional will ensure that all students, staff and other parties affected by a training product update or deletion are made aware that this has occurred, and of the requirements to either complete the course or transition to the new product, prior to the end of the transition period.

Updating or replacing training and assessment strategies, materials and advertising

Once a training product has been superseded or replaced, Kaplan Professional will commence the process of updating the relevant training and assessment strategy, and all related training and assessment tools to reflect the requirements of the new product.

Kaplan Professional will ensure that all advertising materials contain accurate statements about the currency of superseded products still offered during the transition period.

Amendments to the scope of registration

If a new training product is determined by the training package developer to be *equivalent* to the superseded product, the new product will automatically be added to Kaplan Professional's scope of registration as displayed on the national register, www.training.gov.au.

If a new training product is determined to be *not equivalent*, Kaplan Professional will be required to apply to ASQA to have the new training product added to its scope of registration.

ASQA General Direction: Resourcing requirements—for applicants seeking initial registration or change to scope of registration indicates that when a training product is superseded and not equivalent that:

'Applicants are expected to have access to all required resources for each training product included in the application at the time of submitting the application. Resources include trainers and assessors, educational and support services, learning resources, facilities, equipment, assessment systems and an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)-compliant student management system or data entry tool.'

The General Direction is based on the RTO Standards 2015 clauses 1.3, 1.8, 1.26, 1.27 and 7.5.

See the General Direction for more detailed information on the resource requirements at the time of submission.

It should also be noted that the RTO cannot market or advertise a qualification or units until they are added to the RTO's scope of registration on the national register, www.training.gov.au (RTO Standards 4.1).

Superseded units in a qualification

Sometimes a qualification or accredited course will include, as a core unit or named elective, a unit of competency from another training package that has been superseded, deleted or removed from that training package.

In these cases, the RTO must continue to deliver the superseded, deleted or removed unit as it is named in the qualification or course. The exception to this is if a statement is made in the revised training package that the industry would prefer, or intends, that the new unit is delivered in place of the superseded unit.

Kaplan initiated discontinuation of training products

Apart from cases where training products may be deleted by training package developers, Kaplan Professional may make a business decision to stop delivering a course or qualification.

In such cases, the Training Product Discontinuation Policy will be followed.

Complaints and Appeals

Students who are dissatisfied with the application of this Policy, or who wish to appeal a decision made by Kaplan, may refer to the School's Grievances, Complaints and Appeals Handling Policy (available on Kaplan Professional's website) for information regarding their options.

Relevant Legislation

As a registered training organisation, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below, please find the most relevant legislation which apply to this policy:

- Standards for Registered Training Organisations (RTOs) 2015 — Clauses 1.26-1.27.
- Australian Qualifications Framework (AQF)
- ASQA General Direction: Resourcing requirements—for applicants seeking initial registration or change to scope of registration.

Related Policies

This Policy should be read in conjunction with the following Kaplan policies available on Kaplan Professional website:

- Certification Issuance Policy
- Training Product Discontinuation Policy.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

| Policy Category | | Academic | | |
|--------------------------------|------------------------------------|---|----------------------|-----------------------|
| Responsible Officer | | General Manager – Teaching and Learning | | |
| Implementation Officers | | Senior Manager, Teaching and Learning Programs | | |
| Review Date | | August 2024 | | |
| Approved by: | | Authorised by: | | |
| Policy Committee | | CEO | | |
| Version | Authored by | Brief Description of the changes | Date Approved | Effective Date |
| 1.0 | Head of Learning & Delivery | New Policy | 31.3.2016 | 1.4.2016 |
| 2.0 | Head of Learning & Delivery | Reviewed Policy | 27.6.2018 | 3.9.2018 |
| 3.0 | Quality, Regulations and Standards | Changed to new template. Added definitions. Added General Direction on Resources. | 26.08.2021 | 02.09.2021 |