

POLICY: A3.2

TRANSITION AND TEACH OUT

1.0 INTRODUCTION

The Australian Institute of Management Education and Training (AIM) has an obligation under the Standards for Registered Training Organisations (RTOs) 2015 to provide training that uses current Training Products (Standards 1.26 and 1.27) and to inform students of how changes to Training Products will impact their training (Standards 5.4).

1.1 Purpose

This policy and the accompanying procedure outline the approach AIM takes to ensure it effectively manages student transition from superseded Training Products into their replacement, or to teach out the students enrolled in the superseded Training Product within a defined period.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 a Training Product and teach out current students.

This policy should be read in conjunction with the Scope Variation policy and procedure.

1.2 Scope

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

1.3 Scope Exceptions

The policy only applies to nationally recognised Training Products.

2.0 RESPONSIBILITIES

1. All those referred to under the Scope of this policy are responsible for complying with its terms and its procedure.
2. Specific responsibilities are provided in the AIM Transition and Teach out Procedure.

3.0 POLICY

3.1 Principles

1. AIM monitors its Scope of Registration on the National Register and effectively manages Training Product changes.

2. Where a Training Product is superseded, AIM will determine if it will add the replacement (non-equivalent) Training Product to its Scope of Registration.
3. AIM may temporarily cease new enrolments in the superseded Training Product, while it confirms the duration required for enrolled and deferred students to complete the equivalent replacement and the preparation time of the scope application for the non-equivalent replacement.
4. Where a qualification includes a superseded, removed or deleted unit of competency, the transition requirement (Standard 1.26) does not apply.
5. AIM may initiate a discontinuance of a Training Product on its scope of registration as per its Training Product Lifecycle Policy and Procedure.
6. AIM will establish a Transition/Teach-Out Plan for each impacted Training Product. The Transition/Teach Out Plan will record AIM's approach including the communication plan, key dates, and responsibilities.
7. AIM communicates with impacted students and where applicable third-party partners, in a timely manner about changes to a relevant Training Product and transition options.
8. Individual student transition-teach-out plans will be created and issued to each impacted student once the Transition-Teach Out Plan is established. Student transition / teach-out must comply with AIM's regulatory obligations, and ensure students are not disadvantaged.
9. Students may have to pay administration costs for transfer to the new Training Product if they are unable to complete according to the mutually agreed teach-out plan.
10. If students have accessed a VET Student Loan for a course that has since been superseded, AIM will work with the student so that they can complete the course. If this is not feasible, AIM will support the student to transition to the new course including meeting DEWR requirements.
11. A student Transition/ Teach-Out Plan may have three options:

	Training Product (TP)	Option
1	TP is superseded and equivalent	<p>1a. Transition to new TP</p> <p>i. Prior to the change in TP status, students are supported to complete as much of the relevant TP UoCs as possible.</p> <p>ii. Students transition to the new TP once it is on scope.</p> <p>1b Teach out</p> <p>i. Students who chose to and can complete the superseded TP before the end of the transition period are supported to do so</p> <p>ii. Assessment and issuing of testamur/transcript of superseded TP to relevant students must also occur within the transition period.</p>

	Training Product (TP)	Option
2	TP is superseded and non-equivalent	<p>2 a. Teach out - New TP is not added to AIM Scope</p> <p>i. Students complete the superseded TP within the transition period and two months before the obsolete date where possible.</p> <p>ii. Assessment and issuing of testamur/transcript of superseded TP must also occur within the transition period.</p> <p>2b. Transition - New TP added to AIM scope</p> <p>i. Students transition to the new TP once it is on scope.</p> <p>ii. Prior to this, student progression is assessed to identify TP changes impact on their completion. Their learning may be accelerated to avoid potential additional study.</p>
3	TP is superseded No replacement Teach out	<ul style="list-style-type: none"> • Students complete the superseded TP within the transition period (two years) • Assessment and issuing of testamur/transcript must also occur within the two-year transition period.

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.

- Scope of Registration- vocational education and training (VET) training package qualifications, accredited courses and units of competency that AIM is approved to deliver.
- 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 one year of its superseded status on the national register.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Transition and Teach Out Procedure
- [Transition and Teach Out Template](#)
- Training Product Lifecycle Policy and Procedure
- Scope Variation Policy and Procedure
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	Reviewed on July 2022
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	Head Academic Delivery VET
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	Head Academic Delivery VET- Sandy Jagdev Email: sandy.jagdev@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A3.1	13 September 2022	VET Compliance and Operations Manager	Updated to separate Policy and Procedure.

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A3.2	13 October 2023	VET Compliance and Operations Manager	Updated to include information related to VSL