

PURPOSE

This procedure is to be read in conjunction with the Training and Accreditation Council (TAC) Transition and Teach Out -Fact Sheet. This procedure outlines how we transition learners from superseded and deleted units of competency, and expired accredited units, as well as describing arrangements to teach-out learners enrolled in superseded or deleted UOC.

PROCEDURE

All processes for managing transition are conducted in accordance with *Standards for Registered Training Organisations (RTOs) 2015* as specified in Clauses 1.26 - 1.27 and the general direction made under Part 2 Division 1 Section 28(1) of the *National Vocational Education and Training Regulator Act 2011* (Cwlth).

Learners are entitled to graduate with a UOC that most closely represents the current skill needs of industry. A UOC being superseded or discontinued indicates that industry needs have changed to the extent that the previous UOC is no longer suitable.

To best meet the needs of our learners and of industry, we will transfer learners from superseded UOCs into a replacement UOC within the required timeframes.

General Information

In all cases, the date shown on the [National Register \(www.training.gov.au\)](http://www.training.gov.au) is considered to be the date of publication, deletion or removal.

Sometimes, a UOC has been superseded, removed or deleted from another training package.

TAC does not grant permission for individual RTOs to continue delivery beyond the allowable timeframes. Where TAC has agreed that exceptional circumstances apply to a certain cohort of learners justifying delivery beyond the allowable timeframes, it will publish this information. In such cases, the exemption will apply to any RTO, but only for delivery to a learner whose enrolment matches the identified criteria.

Superseded UOCs

We will ensure learners are not enrolled into superseded UOCs (in excess of the allowed transition time – usually 12 months) and will not issue statements of attainment beyond the allowable timeframes.

Training.gov.au will add an equivalent UOC to our scope and leave the old one on for 12 months (or allowable transition timeline) and then the old one will drop off at the 12 month mark. The new UOC documentation and paperwork must be upgraded and in use by the 12 month mark and accessible for students.

In cases where the UOC is not considered equivalent to the earlier version or where we have 'opted out' of automatic updates, before transferring any learner enrolments, we will submit an *Application to change RTO scope of registration* to have the new UOC added to our scope of registration. Approval of this application must be recorded on the [National Register](http://www.training.gov.au) before we can commence delivery.

Learners who will complete their study and be issued with a statement of attainment within the one-year transition period do not need to be transferred to a replacement training product.

Any learner who is scheduled to finish their study after the published expiry date of the transition period or any later date as determined by TAC, will be transitioned to the replacement UOC or offered the opportunity to accelerate completion of the current training product, or to withdraw.

One year from the date it was superseded, TAC will remove the superseded UOC from our scope of registration. From this date, we will not:

- ◆ enrol or train learners in that UOC, or
- ◆ issue a statement of attainment for that UOC (except as a replacement for a previously issued statement of attainment).

We will not allow a new learner to commence training or assessment from the date a UOC is removed or deleted from the [National Register](#).

Two years after a UOC is removed or deleted, TAC will remove the UOC from our scope of registration. From that date, we will not:

- ◆ enrol or train learners in that UOC, or
- ◆ issue that UOC (except as a replacement for a previously issued UOC).

If we are following a decision made by TAC to allow delivery in specific circumstances beyond the usual allowable timeframes, we will retain evidence that all learners involved match the identified criteria for this delivery.

Removed or deleted skill sets, units, courses and modules

Where a UOC is removed or deleted, we will ensure that all training, assessment and issuance of certification is completed within one year of the date the UOC was removed or deleted.

We will not allow a learner to commence training or assessment from the date a UOC is removed or deleted from the [National Register](#).

Within 3 months of a UOC being upgraded on training.gov.au we will not:

- ◆ enrol or train learners in that UOC, that is removed or deleted or
- ◆ issue a statement of attainment for that UOC that is superseded, except as a replacement for a previously issued statement of attainment.

VERSION	DATE	CREATED/AMENDED BY	COMMENTS/AMENDMENTS	RESPONSIBLE PERSON
V0	19-9-2017	RTO Mgr	Procedure created	RTO Mgr
V1	14-2-2019	RTO Mgr	Comment re equiv UOC timeline and upgrade updated	RTO Mgr
V1	20-05-2020	RTO Manager	Document Reviewed no changes – refer to IR 190147	RTO Mgr
V2	18-11-21	RTO Manager	Added path to Act – Refer to IR210077	RTO Mgr