

Action Plan Template for Transition to New Training Package and Addition of Qualification to Scope

This Action Plan provides a step by step method for the transition to a new training package and the addition of a new qualification(s) to the RTO's scope of registration.

See ASQA's General Direction – Learner transition

List of affected qualifications:

Superseded qualification title	Superseded qualification code	New qualification title	New qualification code	Release date	Transition teach out period

TRANSITION PLANNING

Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
New training package	Download training package	Download new version of training package from training.gov.au			Download training package from training.gov.au. This version is for reference purposes only		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Qualification packaging rules	Review of qualification packaging rules	Conduct a review of the packaging requirements of the new qualification versions in <<insert training package code>>			Review of the new units and packaging rules of the new <<insert training package code>> qualifications against the units from the old <<insert training package code>> qualifications to make the appropriate selection of units for the new qualifications		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Mapping of units of competency	Analysis of changes of units of competency	Conduct an analysis of the changes from old to new versions of units of competency			Creation of a mapping document showing both old units of competency from <insert training package code> against the new version of these units of competency from <insert training package code>.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Teach out old qualifications	Teach out of students on old qualification version	Review transitioning and teach out requirements for superseded qualifications			Review the ASQA General Direction for the requirements for the transition of existing students enrolled in the superseded qualifications.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Variation of Scope Application	Prepare variation of scope application	Creation of variation of scope application for <insert training package code> qualifications			Prepare application as per defined ASQA requirements for variation to scope.		<input type="checkbox"/> YES <input type="checkbox"/> NO	

TRAINING AND ASSESSMENT STRATEGIES

Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Learning and assessment strategies	Creation of new learning and assessment strategies	Creation of learning and assessment strategies against the new qualifications			Based upon the outcomes of the qualification packaging rules review, new learning and assessment strategies are to be created. Units may be clustered for delivery purposes and given cluster names. Assessments and trainers to be added after review of both assessment materials and trainers.		<input type="checkbox"/> YES <input type="checkbox"/> NO	

TRAINERS								
Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Trainer and assessor matrixes	Review of trainer and assessors	Review of trainer and assessors against new qualification versions			Review of trainer and assessor résumés, qualifications and transcripts to match up with the new units of competencies and qualifications. Creation of new trainer matrixes for the new qualifications		<input type="checkbox"/> YES <input type="checkbox"/> NO	
RPL of Trainers	Updating of Trainer Qualifications to new training package	Internal or external completion of RPL for trainers for <<insert training package code>>, where appropriate			Trainers to build and provide RPL portfolios for upgrading to the new <<insert training package code>> qualifications		<input type="checkbox"/> YES <input type="checkbox"/> NO	
LEARNING MATERIALS								
Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Learning materials	Review of existing learning materials	Review of existing learning materials to match new units of competency			Existing learning materials are reviewed at a competency level to ensure that the content matches the requirements of the new competency. Where gaps are found a map of differences will be created and timeframes for completion identified. All newly created and updated materials will be issued to key training staff for proof reading. Once proof reading has been completed assessment materials are to be validated.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Removal of learning materials	Disposal of learning materials	Disposal of all superseded learning materials used for the old <<insert training package code>> training package			Upon the release of new learning materials all old learning materials used for the <<insert training package code>> qualifications is taken out of circulation. A copy of each of the materials is kept in hard copy for archive purposes and also an archive copy is kept in electronic format. In a situation where students are still enrolled into the old qualification and have not reached the end of the transition period, appropriate amounts of learning materials will be kept for them only.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Learning Material Trial	Trialing of learning materials	Trialing of new learning materials with a group of selected clients.			Upon the release of new learning materials, a group of clients are to be selected to trial these materials. This review is to ensure the ease of use and the understanding of the materials in the context of their use as appropriate to the unit or units of competency they are addressing.		<input type="checkbox"/> YES <input type="checkbox"/> NO	

ASSESSMENT TOOLS								
Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Assessment materials	Review of existing assessment materials	Review of existing assessment materials to match against new units of competency			Existing assessment materials are reviewed at a competency level to ensure that the content matches the requirements of the new competency. Where gaps are found a map of differences will be created and timeframes for completion identified. All newly created and updated assessment materials will be issued to key training staff for proof reading. Once proof reading has been completed materials will be validated.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Removal of assessment materials	Disposal of assessment materials	Disposal of all superseded learning materials used for the old <<insert training package code>> training package			Upon the release of new assessment materials all old assessment materials used for the <insert training package code> qualifications are taken out of circulation. A copy of each of the materials is kept in hard copy for archive purposes and also an archive copy is kept in electronic format. In a situation where students are still enrolled into the old qualification and have not reached the end of the transition period an, appropriate amount of <insert training package code> assessment materials will be kept for them only.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Assessment Validation	Validation of Assessment Tools	Conducting of assessment validation to review updated and new tools for the <insert training package code> units of competency			Assessment Validation Pre-Release Review of assessment tools for validity, reliability, flexibility and fairness and relevant content against the revised and or new competencies. Assessment Validation Post Release Review of the outcomes of the new tools previously validated for the new <insert training package code> units of competency. This validation is to ensure that the tools are providing an adequate outcome to ensure competency.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Assessment Material Trial	Trailing of learning materials	Trailing of new learning materials with a group of selected clients.			After the conducting of an assessment validation on the revised assessment tools, a group of clients are to be selected to trial the new assessment tools. This review is to ensure that the assessment tools will work in the context in which they are utilised.		<input type="checkbox"/> YES <input type="checkbox"/> NO	

MARKETING								
Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Marketing materials	Update all marketing materials, print based, online, social media	Update all marketing documents, files, web pages and URLs with new Codes			Review all marketing files including; - Course brochures - Student handbooks - Website pages (do a Google search of any archived/ cached pages) - Social media (Facebook, Instagram etc.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Enrolment materials	Update all enrolment forms and information	Review all enrolment documents, files, folders and URLs with superseded Codes.			Review and update all pre-enrolment and enrolment materials; - Application and enrolment forms - Fees information - Student management system		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Communications	Communicate with current students	Ensure all students are aware of the transition plan			Contact all currently enrolled students who are currently enrolled the superseded training package. Advise the students of the relevant transition plan for their course.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Communications	Communicate with new students	Ensure all new enrolling students are enrolled into new qualifications.			Contact all new enrolled students who enrolled in a course commencing in 2021. Advise the students of the relevant transition plan for their course.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
COMPLIANCE & GOVERNANCE								
Activity	Actions	Description	Timeframe	Responsibility	Action to be taken	Current Status	Completed	Date Completed
Certification	Update all certification templates	Ensure that all certification templates are updated.			Review and update all certification templates / template files including statements of attainment and qualification templates - Statement of Attainment - Statement of Attendance - Qualification		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Third party agreements	Update all third party agreements	Ensure all third party agreements include transition arrangements and updated codes.			Review and update all third party agreements.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Internal audit forms and tools	Update all audit forms and tools	Ensure that the internal audit plan, checklists are updated with the new training package.			Update any relevant audit tools with the new qualification packaging title and codes.		<input type="checkbox"/> YES <input type="checkbox"/> NO	