

# Policy No. 9

## Transition to New Training Products

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### 1. Policy Objective

The objective of the Transition to New Training Products Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO transitions to new training products within twelve (12) months from the date of release on the National Register and meets the Standards for RTOs 2015 and Training Package requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.13;
- ▶ Standard 1.26; and
- ▶ Standard 1.27.

### 2. Policy

1. St John RTO will transition to new training products within twelve (12) months from the date of release on the National Register.
2. St John RTO will have a Transition Plan for new training products which will include:
  - ▶ Processes for superseded and replaced training products;
  - ▶ Enrolment management; and
  - ▶ Trainer and Assessor upskilling.
3. The St John RTO process of transition to new training products will include:
  - ▶ Superseded training products; and
  - ▶ Removed training products.
4. St John RTO will:
  - ▶ Make necessary arrangements for all participants who are currently enrolled in superseded Qualifications.
5. St John RTO will upskill its Trainers and Assessors to deliver replacement training products by providing:
  - ▶ An equivalency process;
  - ▶ Recognition of Prior Learning (RPL); and/or
  - ▶ Gap Training.

6. This Policy and Procedure is to be read in conjunction with:
  - ▶ **St John RTO Policy and Procedure No. 2 Trainers and Assessors;**
  - ▶ **St John RTO Policy and Procedure No. 8 National Recognition and RPL;**
  - ▶ **St John RTO Policy and Procedure No. 26 Document Version Control;** and
  - ▶ **St John RTO Policy and Procedure No. 29 Continuous Improvement.**
7. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

<b>Policy Administration</b>		
<b>Directorate:</b>		<b>Responsible Manager:</b>
Community Services		Executive Manager Education Services
<b>Risk Rating:</b>	<b>Review Cycle:</b>	<b>Review Next Due:</b>
High	Annual	July 2017
<b>Compliance References:</b>		
<b>Statutory:</b>	Standards for RTOs 2015	
<b>Industry</b>	Vocational Education and Training	
<b>St John Ambulance:</b>	RTO	
<b>Quality Management System:</b>		
<b>Version:</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>
1	Document Created	VET Reform and Standards for RTOs 2015
2	Document Amended	St John RTO Stakeholder Feedback provided on 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS