

LATROBE COLLEGE OF ART AND DESIGN

LEARNER TRANSITION

RTO Standards 2025 Standard 2.1

Policy

The RTO Standards 2025 include specific provisions relating to superseded training packages and accredited VET courses.

LCAD will, as soon as practicable, transition all students from a superseded or cancelled Unit of Competency (UOC) or qualification to its new, updated version once it is listed on the National Register: www.training.gov.au.

LCAD will also update the CoE of any overseas visa students transitioning to display the latest version of their qualification as soon as practicable. This will be monitored through LCAD's Checklist College Compliance.

The college will prepare new assessment and teaching materials and will move students to that program.

The college will complete the learner transition within 12 months of any changes.

The college will continue to enrol students in superseded/cancelled qualifications /UOC's until the college is ready to shift all its student cohorts at one time. This will be done within 12 months of the changes registered on the national register.

The compliance body, ASQA, does not need to be advised when LCAD transfers students to an updated program.

ASQA needs to give approval if a cohort of students transferring or changing will detrimentally affect learning or the chances of completing their qualification.

ASQA is unlikely to give approval in cases of individual students.

LCAD will make every effort to avoid putting any student at a disadvantage.

Procedures

Upcoming changes or updates to courses on our Scope are typically announced through emails from Government departments, such as the TGA or ASQA. Advice is provided if a qualification or unit of competency has been updated or superseded.

When ready, LCAD will prepare a new TAS for qualifications or update the existing one if the change affects a unit of competency.

An updated Study Completion record, or TOR form, is created, and the student's records are transitioned over to it.

Until the SMS is fully functioning, the Study Completion record, or TOR, serves as an ongoing record of the student's completions for individual units and qualifications, and is kept in the student's file.

Transitioning a student's results may be given as Credit Transfer (if the units of competency are the same or equivalent as those in the original qualification). In other cases, the transition may involve an RPL process. The full RPL documentation is not always necessary if the initial study or RPL was completed at LCAD.

The college SMS is also updated with the new qualifications, students, and UOCs, along with the VET Schedule of Tuition Fees, Study Units chart, and TAS.

See college policies: Student / RPL and CT.

CHECKING

The college also receives information and updates advising of any changes to courses or training packages.

The Checklist College Compliance and the Checklist Courses & TAS is used to verify our Scope on TGA to see if any changes have been made.

To check on TGA, go to www.training.gov.au and click on the National Register of Vocational Education and Training (VET) / enter your RTO number: 22248 / click on Scope.

Check qualifications under Scope and read the summary for any changes. Check that the qualification code matches the ones we deliver.

Check that the UOCs codes match the ones we deliver.

Important to note: if you become aware that a UOC has changed/been updated but is not listed as changed under our Scope, we must continue to deliver the qualification version under our scope and not any other.

Any questions, ring ASQA on **1300 701 801** between 9.00 am and 7.00 pm/option 2

IBSA is the Skills Council responsible for making changes to our Diploma qualifications. Check any changes made or forthcoming at www.ibsa.org.au

Also check InfoHUB at IBSA

User: admin@latrobecollege.com.au

PW: spotty250462

If any changes are made, the following documents must be changed or examined:

Under College/ Courses / Diplomas:

1. Learning & Assessment Strategies,
2. Study unit outlines
3. Project Assessment Tools (PAT's)
4. Knowledge Tools (KT's)
5. Lesson Plans?