



POLICY	
Title	Maintaining Scope of Registration including Transitioning Training Products
Purpose Describe policy intent	To outline how Training Products are maintained and managed on the Colleges' scope of registration.
Scope List who this policy and procedure applies to	Principal VET Manager
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015
Definitions	<p>Training Package means the components of a training package endorsed by relevant ISC, its delegate and/or replacement. It covers both endorsed non-endorsed components. The endorsed components form part of the requirements that an RTO must meet under the Standards for RTOs.</p> <p>Training Product means AQF qualification, skill set, unit of competency and module</p> <p>Training and Assessment Strategies and practice details the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable participants to meet the requirements of the training package or accredited course.</p> <p>Transition period means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.</p> <p>Scope of Registration includes training products for which the RTO is registered to issue AQF certification documentation, details of RTO High Managerial Agents, location and contact details</p> <p>High Managerial Agent means an employee, Council Board Member or agent of the organisation with duties of such responsibility that his or her conduct may be assumed to represent the organisation in relation to the business of providing course.</p>
Policy	<p>The College will maintain a scope of registration with the National Regulator that is in response to local and community needs of the three geographical areas it encompasses. Consideration of new Training Products will be undertaken only after a needs analysis or viable client request has been made to the Principal. Final approval to extend scope is with the Principal (after consultation with VET and Program Managers).</p> <p>Advertising and enrolment will reflect current training products as listed on www.training.gov.au website for the Colleges' scope of registration. Transition arrangements to new Training Products will be implemented for all current participants and existing products following requirements outlined in the Standards for RTOs 2015 in a timely manner.</p>



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	<p>The College will maintain and documents a current and comprehensive training and assessment strategy and practice for all Training Products on its scope of registration. The strategy will reflect:</p> <ol style="list-style-type: none"> 1. product details including core and elective units available (or selected) 2. entry requirements 3. demonstrate industry consultation 4. identify potential participant groups 5. educational and support services 6. outline various and appropriate methodology for delivery and assessment including assessment tools, resource infrastructure (human, learning and facilities) 7. current appropriate volume of learning for Training Products offered 8. RPL options and takes into consideration potential participants' relevant experience and knowledge 9. evaluation and validation 10. evaluation 11. USI requirement 12. Certification requirements <p>The College will provide relevant and appropriate resources (including human, learning and support, and facilities) to provide services as required. Only qualified tutors and assessors (qualifications and experience verified) will be engaged as required to meet College need.</p> <p>The College may enter into an agreement with another RTO to provide identified training products from time to time if the need arises. All agreements must be in writing, must be approved by the Principal and comply with the Standards for RTOs 2015I.</p> <p>Internal audits will be conducted and reported annually to ensure College is meeting its obligations under the Standards for RTOs 2015.</p> <p>The College will review and monitor all details listed on the training.gov website to ensure only accurate information is reflected. Management will update College Council and National Regulator of any significant changes to the Organisation (Fit and proper persons, Financial Viability or High Managerial Agent) that will impact on the Organisation.</p> <p>If the College ceases to exist Management will follow procedures and processes outlined in the 'Application to withdraw an RTO or CRICOS Registration' (or its replacement) as set down by the National Regulator.</p>
Relevant documentation	<p>AQF 2nd Edition 2013 ASQA – The General Direction –Learner transition http://www.asqa.gov.au/news-and-media/learner-transition.html Training Packages (various) RPL Policy Application to withdraw and RTO or CRICS Registration http://www.asqa.gov.au/verve/_resources/Application_to_withdraw_RTO-CRICOS_registration.pdf#search=ceasing rto</p>



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Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	1.1, 1.2, 1.3, 1.4, 1.5, 1.7, 1.13, 1.14, 1.15, 1.21, 1.22, 1.23, 1.25, 1.26, 1.27, 2.1, 2.2, 2.3, 3.1, 3.3, 3.5, 3.6, 4.1, 7.1, 7.2, 8.1, 8.4, 8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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