



TRANSITION RESPONSIBILITY POLICY

AUSTRALIAN PARAMEDICAL COLLEGE RTO 32513

Purpose

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) holds responsibility to ensure that transition from superseded training products to the new current training product is achieved where required.

An RTO is required to transition from superseded training products where changes are implemented and enforced by regulatory bodies. This transition policy identifies that APC will maintain its current scope of registration that compels an RTO to implement national transition arrangements.

Transition of a training product must occur within 12 months (or as identified by regulators) of the new training products implementation or change to existing training package.

Australian Paramedical College will not enrol students into a training product that has been removed or deleted from the National Register.

For the purpose of this document, *training product* refers to any training package, accredited course or individual unit of competency.

Training product changes

1. Once a change to a training product is identified the CEO's delegate, the Quality Practice and Compliance Manager (QPCM) shall prepare and/or amend the training and assessment strategy for the new training product in consultation with industry.
2. The QPCM in consultation with APC trainer and assessors shall review all training and assessment materials against the revised training product requirements.
3. The QPCM alongside delegated trainers and assessors will make the necessary changes to the training product materials in preparation for an addition or an amendment to scope.
4. The QPCM in consultation with selected individuals shall conduct validation activities on training product materials.
5. The QPCM shall address any regulatory requirements to add training product(s) to APC's national scope of registration.
6. Once the new training product added to scope, the QPCM will conduct an internal review to ensure that all learning material, resources, assessment, marketing information, templates, certificates and any other course information reflect the new training product details.
7. During the 12-month (or advised) transition period the QPCM will ensure the Student Success Team (SST) conduct a review of the status and progression of existing students to determine which students may successfully complete their studies during the transition period, and which will require transition to the new training product.
8. The QPCM will ensure that the SST will notify, communicate and ensure students who cannot complete their study within the transition period are to be transitioned to the new training product.
9. The QPCM shall ensure that all transitioned students and employers (if relevant) are notified of all the new training product requirements and regulatory changes.
10. The QPCM is required to ensure students and relevant personnel are aware that APC cannot issue a qualification after the expiry of the transition period, therefore a student must complete their studies or transition if they wish to receive recognition. Relevant personnel may include trainers, assessors, administration staff, contractors, and employers.

Communicating training product changes

During a transition period, APC will communicate with students the requirements to train out in the superseded training product, or transition to the new training product.

SST will contact students based on their progression throughout their training product and advise of suitable options specific to their circumstances. This contact will be made via phone and in writing via email.

If APC do not receive a response from the student regarding a decision on the training product they wish to complete, the student will be contacted on various occasions to encourage a response. If after numerous attempts no response is received and train out is no longer an option, APC will elect to train out or transition on behalf of the student best interest, at our discretion with associated fees (if applicable).

Discontinued training products

Where APC elects to discontinue offering a training product, it will inform all relevant students and advise of the completion requirements to either train out or transition (if applicable).

Where regulatory decisions result in a training product removal from scope, all students will be offered a replacement course where APC is unable to continue delivery if the enrolled course.

Where no replacement course is applicable, a full refund is applicable.

Please note: This does not apply in cases where the industry regulators update, supersede, replace or otherwise changes training products offered by Australian Paramedical College. In these scenarios, APC will comply with regulatory requirements as per this policy.

Training product information

Training products and APC's approved scope information can be viewed and downloaded at training.gov.au

Please note not all training products listed may be available for enrolment, at all times.

Further information

If you have any questions or would like further information regarding course transition, please email transition@apcollege.edu.au or call 07 5520 2522.