

Training Package and/or Accredited Courses Transition from Superseded Training Packages

1. Purpose

1.1 The Australian Online Music Institute (AOMI) acknowledges its obligation, as per “The Standards for Registered Training Organisations (RTOs) 2015” to remain informed of changes to training packages and/or accredited courses and to establish transition arrangements for existing participants including those participants who may be enrolled during a transition period.

2. Background

2.1. Nationally endorsed training packages and/or accredited courses are amended from time to time under a continuous improvement approach thereby ensuring that training packages and/or accredited courses are aligned with industry requirements. In addition to smaller changes, training packages and/or accredited courses may be entirely reviewed and in such a case, new versions will be issued.

2.2. New training packages and/or accredited courses must be endorsed by the National Quality Council. Following their endorsement, training packages and/or accredited courses are published and released via the website: www.training.gov.au.

The date of release marks the date for subsequent 12 month transition arrangements which are covered in this policy. In some cases, the transition date will be set by the relevant state recognition body once an applicable accreditation board has endorsed the new qualifications.

3. Aims

The aim of this policy and procedure is to ensure AOMI delivers the most current qualification outcome to participants along with actively managing AOMI’s scope of registration.

Revision	By Whom	Date
Reviewed, and Standards updated plus minor rewording.	G Bottrill	9 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 19
Reviewed, minor change	A Palmer	20 Sep 20

4. Scope

This policy is applicable to training package and/or accredited courses amendments, version changes and newly endorsed training packages and/or accredited courses.

5. Transition Arrangements

5.1. AOMI is to apply the following policy:

- 5.1.1. The General Manager (responsible for compliance) and Head of Curriculum (HOC) are to register on the distribution list to receive notification email alerts from www.training.gov.au with regard to changes to training packages;
- 5.1.2. A continuous improvement report (CIR) will be completed by either the GM or the HOC to initiate this transition process;
- 5.1.3. The monitoring of training package and/or accredited courses status and responding to changes in training packages and/or accredited courses is to be an agenda item at scheduled RTO board meetings to ensure transition to either a revised or new training package and/or accredited course is managed in a systematic way that integrates changes into all areas of AOMI's operations;
- 5.1.4. AOMI will transition in response to training package changes within six months from the date of release on www.training.gov.au or the transition date as advised by state registering authorities. In exceptional circumstances, AOMI will complete all transition activity within 12 months of this same date;
- 5.1.5. Revised and/or new qualifications and units of competence are to be included on the AOMI scope of registration as soon as possible with the GM being responsible for applying for the addition to scope through ASQA;
- 5.1.6. Enrolments in new qualifications or units of competence are to commence as soon as possible to allow participants to access the most current qualification and to minimise the period that participants enrolled in superseded qualifications are being managed;

5.1.7. Participants who are enrolled in qualifications which are superseded part way through a training program, are to be offered (and encouraged) to transfer their enrolment to the new qualification once it is obtained on the AOMI scope of registration. Participants are not to be disadvantaged in any way and the participant's choosing to remain enrolled in a superseded qualifications is to be supported. Participants are to complete or transition within the 12 month period (as required by Standards for Registered Training Organisations (RTOs) 2015, item 1.26).

This Policy will be reviewed every two years.



William Palmer

CEO

20th September 2020