

## **Training Package Transition**

### **Policy**

This policy and procedure has been developed to support our Condition of Registration. Berendale RTO aims to have the most up to date versions of Training Packages and Accredited Courses as released.

The procedures set out below will:

- ensure that all Training Packages are implemented correctly and within the designated timelines
- ensure that all qualifications / courses / units that are RTO's Scope of registration have Learning and Assessment Strategies which, in turn will ensure learning resources and assessment resources are sourced
- ensure that all new Training Packages that are required on RTO's Scope of Registration are purchased

The Training Manager shall be responsible for ensuring this policy/procedure is followed and all tasks are completed.

### **Procedure**

#### **1. AQTF Training Package Requirements**

- Training Manager checks Training.gov.au for updates quarterly - January, April, July, October.
- Training Manager to keep up to date with Training Package information relevant websites.

#### **2. Training Package Release**

When there is a new release or revision of a Training Package that relates to qualifications / courses / units on Scope of registration, the following must occur:

- Purchase the Training Package immediately from relevant organisation (Industry Skills Council (ISC) or Training.gov.au will be able to provide this information).
- Licensing Services Division requirements have been identified and understood.
- Establish which qualifications are required on RTO's Scope of Registration
- Complete a Learning and Assessment strategy for each of these qualifications / courses / units.
- Map current learning and assessment materials to revised Training Packages.

- Obtain new learning and assessment materials for revised Training Package where gaps have been identified and map learning and assessment materials to revised Training Package.
  - Identify the required process for adding the course to your Scope of Registration.
- 3. Placing new Training package on Scope of Registration**
- Training Manager to identify timeline for new Training Package to be placed into Scope of registration.
  - Review Purchasing Guide when released.
  - Ensure all learning materials, assessments, and trainers have been sourced for the new Training Package.
  - Initiate process for the new Training Package to be implemented including Learning & Assessment strategies that can be implemented.
- 4. Update Internal Paperwork / Systems**
- Update internal paperwork with new titles, codes and descriptions of qualifications / courses / units including:
    - All internal documents including handbooks
    - Student records management system
    - Learning Materials
    - Assessment tools
- 5. Staff Professional Development**
- Training Manager to ensure relevant staff attends Industry based run workshop(s) if applicable.
  - Map current staff qualifications and experience to the revised Training Package.
  - Conduct Professional Development with trainers and assessors who would be delivering the revised Training Package.
  - Validate learning and assessment materials to ensure they meet the needs of the new Training Package.
  - Ensure staff have a planned professional development approach as identified in the staff appraisals and Professional Development policy and procedure.