The *Course Transition Procedure* has been developed in conjunction with the *Course Transition Policy*.

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- students enrolled in nationally accredited training products (qualifications, units of competency, skill sets or accredited courses)

- CIT teaching areas delivering and assessing nationally accredited training products

- relevant support areas contributing to students' transitions to replacement nationally accredited training products or completion of deleted or superseded nationally accredited training products.

This procedure does not include courses which are not linked to nationally accredited training products.

Decisions to add new nationally accredited training products to CIT's scope of registration or remove training products from CIT's scope of registration will be approved by the Executive Management Committee (EMC) on advice from the Academic Council, via the Teaching and Learning Quality Committee.

Students are entitled to graduate with a qualification that reflects the current skill needs of the relevant industry. All nationally recognised training products (qualifications, units of competency, skill sets or accredited courses) undergo quality review for continuous improvement purposes. As an outcome existing training products are no longer current (the training product has been superseded, removed, or deleted from the National Register - training.gov.au [TGA]).

The Standards for RTOs 2015 provide for a transition period of 12 months for superseded courses, skill sets (Statement of Attainment) and units and 24 months for completion of qualifications or recognised training products where products are to be deleted from the National Register.

From time-to-time ASQA will advise of an extended timeframe (national extension) for transition where this is in the best interest of the students and/or industry.

Note: These extensions do not appear on the National Register, they are listed on ASQAs website.

1	Register to get notifications from training.gov.au for changes to training products in their remit. Monitor the requirements of the *MoU – Subsidised Training* between CIT and Skills Canberra. Advise the Senior Education Leader and Education Design and Delivery Lead within five working days or notifications.	Academic Registrar
2	Subscribe to email alerts training.gov.au and monitor the requirements of the *MoU – Subsidised Training* between CIT and Skills Canberra.	Education Design and Delivery Lead Senior Education Leader College Directors Heads of Department Educators
3	Advise all College Directors, Heads of Department, and relevant support staff by email within 5 working days of the notification alert email from training.gov.au that: • a training product on CIT's Scope of Registration will be superseded • a Transition Plan will be enacted • the educators will consider the Transition Plan at each team meeting during the transition period.	Head of Department Program Services
4	Collaboratively develop a Transition Plan.	Head of Department Head of Department Program Services Senior Educators Senior Manager CIT Apprenticeships and Traineeships (for courses with Australian Apprenticeship enrolments)
5	Quality assure each Transition Plan.	Head of Department Program Services
6	Upload documents to the relevant SharePoint site.	Head of Department

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	• a Transition Plan will be enacted • the educators will consider the Transition Plan at each team meeting during the transition period.	
3	With the support of Program Services develop a Transition Plan and: • ensure no new enrolments occur in VET Accredited Courses and standalone courses/units to be deleted from the National Register • where enrolments occur, ensure the student can complete the enrolled units in the period of transition or be transitioned prior to the deletion from the National Register • manage student communication.	Head of Department
4	Remove marketing and promotional materials for the course. Inform CIT marketing and the Head of Department to remove marketing and promotional material. Change the availability status of the course on the Student Management System. If the course is available for Australian Apprenticeships, close the qualification in AVETARS (ACT) and request to remove from CIT's Approved Qualifications Activity Schedule (NSW).	Academic Registrar Senior Manager CIT Apprenticeships and Traineeships
5	Within 3 months of the development of the Transition Plan provide written communication to all students, employers and other external partners impacted by the expiry or deletion of a nationally accredited training product.	Head of Department
6	Monitor students' progress towards completing the training products in the 24 months before the expiry date and report outcomes monthly to the Senior Education Leader and Executive, Education Futures & Students.	Head of Department
7	Maintain a CIT schedule of deleted courses, dates for course finalisation by CIT.	

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- *[Standards for Registered Training Organisations 2015](#)*

- *Skills Canberra Guidelines (for apprentices/trainees)*

- *[NSW Smart and Skilled Guidelines and Policies](#)*

- *SnlmStiT1Gr dlm apiSce5 (Q)-DSnenla*

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AVETARS

The ACT Vocational Education and Training Administration Records System (AVETARS) is the online application used by Skills Canberra to manage vocational education and training initiatives in the ACT. This system manages the approval, variation and completion of Australian Apprenticeship Training Contracts in the ACT and lists qualifications, licences and superseded qualifications and units. The National Register of Vocational Education and Training can be found at the follow.

	Standards for VET Accredited Courss 21.
	All accreditd courses in Australia are listed on the N ional Rister TGA) . e Nional Rister only ists the coe and title for each unit of competency an accredited course.

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in the case of a superseded nationally accredited training product, within which the student is transitioned into the replacement nationally accredited training product.

Nationally accredited trainiTarni-0.7 (0.005 T   )1[[(5.2 (e cT1 1 Tf65.9 1 Tf65-1.9 (ri)-3( )T 1

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