

Policy & Procedure 20 – Changes to Qualifications or Business

Relates to legislation:	1.26, 3.4, 5.4, 8.1, Schedule 3 Standards for Registered Training Organisations (RTOs) 2015 2.1 ACT Standards for Delivery of Training – Skills Canberra Financial Viability Risk Assessment Requirements 2011 Legislative instrument The Recipient’s Obligations, ACT Funding Agreement
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 1 – Enrolment Policy & Procedure 18 – Quality Management
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

Table of Contents

1. Policy Objective.....	1
2. Policy.....	2
Changes to qualifications or training products.....	2
Change of business structure or ownership.....	2
Services no longer being offered.....	2
Notification of changes to Qualifications or Business.....	2
Financial viability.....	3
Enrolment.....	3
3. Procedures.....	3
Changes to qualifications or training products.....	3
Cessation of training or business.....	3
4. Version Control.....	3

1. Policy Objective

To ensure no learner is disadvantaged due to;

- a transition to a new qualification or training product.
- a change of business structure or ownership.
- services no longer being offered.

To ensure that in any event, Statements of Attainments and Qualifications are issued to eligible learners and/or other

appropriate measures are put in place.

2. Policy

Changes to qualifications or training products

Where qualifications change, we will ensure that every learner is appropriately transitioned to the new qualification or training product in accordance with the procedures section of this policy.

Change of business structure or ownership

In the unlikely event that we change our business structure or ownership we will do so in a transparent and open way in accordance with this policy.

All business structure or ownership changes must be consistent with our current funding contracts and registration requirements including:

- Fit and Proper Person Requirements, Schedule 3 *Standards for Registered Training Organisations (RTOs) 2015*.
- The Recipient's Obligations, ACT Funding Agreement.

Services no longer being offered

In the unlikely event of not being able to take on new enrolments due to financial or regulatory circumstances we will train out all existing learners in their current enrolment.

In the unlikely event of requiring to cease training and assessment services due to financial or regulatory circumstances we will accept full responsibility and make every effort to facilitate the learners transition to a new training provider in accordance with the procedures section of this policy.

Cessation of a training provider can cause through no fault of the learner or employer significant time, financial and opportunity loss. It is of our core belief to value the careers, lives and opportunities of our learners above business profits and losses.

In accordance with Policy & Procedure 18 – Quality Management, we will continue to work towards one hundred percent compliance with state and federal training standards and continue to be open and transparent.

Notification of changes to Qualifications or Business

Changes could include:

- Change of business structure or ownership.
- Services no longer being offered – Train out.
- Services no longer being offered – Cessation of training or business.

In any occasion we will;

- notify learners and employers as soon as practicably possible.
- follow all required processes to inform ASQA, Skills Canberra and Training Services NSW.

Financial viability

Under the *Financial Viability Risk Assessment Requirements 2011* Legislative instrument we have an obligation to submit to an assessment of financial viability risk by a qualified independent financial auditor nominated by the National Vet Regulator (NVR) at other times during the registration period as determined by the NVR in accordance with the NVR Risk Assessment Framework.

Enrolment

Enrolment in new training packages in accordance with: Policy & Procedure 1 – Enrolment

3. Procedures

Changes to qualifications or training products

When a training package/product is superseded:

- We will ensure that the new product is on the our scope of registration.
- All new learners are enrolled into the new training product.
- All learners currently studying a superseded training product will be transferred to the current training product within one year of the replacement being published or as required by the standards.
 - Exception, where the learner will complete their study within the transition period, they will complete the qualification in which they are currently enrolled.

Where a qualification is removed/deleted from the National Register with no replacement qualification available:

- Assessment will take place as to the best course of action including to:
 - source an alternate qualification, and facilitate transfer into this.
 - finish the current qualification. If this option is the best option for the learner then all training, assessment and the issuance of certification must be completed within two years of when the qualification was removed from the National Register.

Where skill sets or units of Competence are removed from the National Register:

- All learners enrolled in these units of Competence must complete training, assessment and the issuance of certification within one year of the skill set/unit being removed from the National Register.

Where any changes occur to qualifications, skill sets or units of Competency, the learner and their employer will be notified within ten business days of us receiving notification.

Cessation of training or business

In the unlikely event that we are unable to continue operating as a Registered Training Organisation and are unable to train out existing enrolments, we will ensure minimal disruption and disadvantage through;

- following all required processes as requested by ASQA, Skills Canberra and Training Services NSW.
- working with Skills Canberra and Training Services NSW to ensure all learners are transitioned to an appropriate training provider to finish their training.
- ensure our staff are made available for the entirety of the process.
- complete additional work required to make Competency Assessment Decisions prior to transfer to ensure the learners integrate into the new training providers program with minimal disruption through Credit Transfer.
 - Note: Where this is not possible, we will provide assessment materials to the new training provider as requested.
- provide all records of all issued qualifications and statements of attainments to ASQA via digital means in order to comply with the 30 year storage of data requirements.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	27/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release. Version number consistent with the full P&P review release