

# Policy No. 9

## Transition to New Training Products

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### 1. Policy Objective

The objective of the Transition to New Training Products Policy and Procedure for St John Ambulance Western Australia Ltd (St John WA) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO transitions to new training products within twelve (12) months from the date of release on the National Register and meets the Standards for RTOs 2015 and Training Package requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.13
- ▶ Standard 1.26
- ▶ Standard 1.27.

### 2. Policy

1. This Policy and Procedure version is effective as of July 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John Ambulance.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. St John RTO will transition to new training products within twelve (12) months from the date of release on the National Register.
6. St John RTO will have a Transition Plan for:
  - ▶ Internal version control changes
  - ▶ Superseded training products
  - ▶ Removed training products.
7. St John RTO will make necessary transition arrangements for all participants who are currently enrolled in superseded qualifications by informing them of the:
  - ▶ Upcoming changes
  - ▶ Requirement to complete the training and assessment and obtain the relevant AQF certification issued within **one year** from the date the training product was superseded
  - ▶ Incapacity to commence training and assessment in a training product that has been removed or deleted from the national register
  - ▶ Transfer and enrolment into the new training product
8. St John RTO Trainers and Assessors will undergo Recognition of Prior Learning (RPL)

and/or upskilling as a result of changes to the relevant training package or accredited course.

9. St John RTO Trainers and Assessors will undergo equivalency mapping for the purpose of RTO Addition to Scope application process.
10. St John RTO Stakeholders will:
  - ▶ **Conduct** compliance activities as detailed in the annual RTO Compliance Calendar
  - ▶ **Store** evidence of their ongoing compliance
  - ▶ **Provide** evidence of their compliance for the purposes of internal, external audits and on request.
11. This Policy and Procedure is to be read in conjunction with:
  - ▶ St John RTO Policy and Procedure No. 2 Trainers and Assessors
  - ▶ St John RTO Policy and Procedure No. 8 National Recognition and RPL
  - ▶ St John RTO Policy and Procedure No. 26 Document Version Control
  - ▶ St John RTO Policy and Procedure No. 29 Continuous Improvement.
12. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

<b>Policy Administration</b>		
<b>Directorate:</b>		<b>Responsible Manager:</b>
Communications & Brand		Head of First Aid Quality
<b>Risk Rating:</b>	<b>Review Cycle:</b>	<b>Review Next Due:</b>
High	Annual	July 2023
<b>Compliance References:</b>		
<b>Statutory:</b>	Standards for RTOs 2015	
<b>Industry</b>	Vocational Education and Training	
<b>St John Ambulance:</b>	RTO	
<b>Quality Management System:</b>		
<b>Document Location</b>	G:\04. RTO Compliance\2021-22\RTO Policies and Procedures	
<b>Version:</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>
1	Document Created	VET Reform and Standards for RTOs 2015
2	Document Amended	St John RTO Stakeholder Feedback provided on 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> <li>1. New format</li> <li>2. Flowchart simplified</li> <li>3. Section 5 reduced</li> <li>4. Section 6 added</li> <li>5. Effective as of 1.11.2017</li> </ol>
4.1	Annual review	<ol style="list-style-type: none"> <li>1. Minor wording changes</li> </ol>
5	Review and update	Updated to reflect current processes