



Course Transition Policy

Policy

Swinburne Open Education (RTO 3059) implements transition to delivery and assessment of updated Training Products within 12 months of their publication on the national register in accordance with the requirements of Clause 1.26 of the *Standards for Registered Training Organisations (RTOs) 2015*.

Purpose

The purpose of this policy is to ensure that Swinburne Open Education implements course transition procedures that ensure students enrolled in superseded courses who have not completed are transitioned into the new course version in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*.

Scope

This policy applies exclusively to superseded Training Products offered by Up Education Online on behalf of Swinburne Open Education (RTO 3059) in accordance with the established partnership agreement.

Responsible Officer(s)

The Online Campus Director is responsible for ensuring that students are completed or transitioned in line with the processes described in the Course Transition Procedures.

The Director of Learning Development is responsible for ensuring that the updated Training Products are developed and available for release within the course transition period.

Review and Improvement

This policy and associated procedures are subject to regular review and improvement through Continuous Improvement processes as described in the Continuous Improvement Policy and Procedures.

Course Transition Procedures

1. *Course Transition*

These processes apply where a Training Product (defined as a Training Package Course, Unit of Competency or Skill Set) offered by Swinburne Open Education is superseded by an updated version.

These processes do not apply in the instance where a Training Product is no longer current and has not been superseded. In this instance, the course enters a teach out period whereby existing students will be able to complete their course within:

- 2 years of deletion/removal from the national register for Qualifications, or
- 1 year of deletion/removal from the national register for Skill Sets/Units of Competency.

2. *Monitoring the National Register*

Swinburne Open Education will:

- Systematically check the national register for announcements regarding the release of updated Training Products,
- Update the course page in the Learning Management System with the date a Training Product is superseded, and the maximum teach out date to ensure no student receives an extension beyond the maximum teach out date,
- Communicate details of superseded Training Products internally.

3. *Communicating with Impacted Students*

Swinburne Open Education will provide enrolled students with high level advice via email that a change has been made to a Training Product they are enrolled within 14 days of the information being published on the national register.

The high-level information includes:

- Notice of a change to a Training Product they are enrolled in,
- A brief description of the change (e.g. superseded course),
- Notice that further information will be provided progressively, and
- Contact details for support.

The course Training and Assessment Strategy and all pre-enrolment information sources (including website, Course brochure, Enrolment Consultant Scripts) will be updated to ensure prospective students are fully informed that a course is superseded, and they may be required to transition to an updated version during their enrolment period.

4. *Transition Planning*

Swinburne Open Education will establish a Transition Team to manage course transitions. The Transition Team will include representatives from:

- Education Delivery,
- Student Support,
- Course Development,
- Technology and Systems,
- Marketing,
- Student Recruitment.

The Transition Team develop the implementation plan that includes:

- Detailed analysis of the changes relative to the superseded course,
- Action plans to:
 - Develop the new version of the course,
 - Add the new version of the course to scope of registration (if required),
 - Set and publish the release schedule,
 - Communicate details of the transition to existing students,
 - Develop and publish updated pre-enrolment information.

The Transition Plan is approved by the Leadership Team and published internally.

5. *Implementing Course Transition Plan*

The transition of existing students into the updated version of their course may occur progressively, depending on the individual student progress within the superseded course.

In accordance with the 'Changes During Your Studies' section of the Student Agreement, students will be advised in writing a minimum of fourteen (14) days prior to their transition. The communication will inform them of the transition and will include the following key information:

- Changes in requirements of their course,
- The final date of offering the current course,
- The options available to them,
- An opportunity to respond on options available to them (or their cohort),
- Any extension that is applicable to them (or their cohort),
- Access to sources of additional information including external reference resources.



On the date of transition execution (a minimum of 14 days following the initial communication), students will actively be transitioned into the new version of their course.

All stakeholders will be advised when the transition is completed.