Memo

Queensland Curriculum and Assessment Authority

Currency of course 30981QLD Certificate II in Workplace Practices

Purpose

To advise school registered training organisations (RTOs) that the course 30981QLD Certificate II in Workplace Practices will become non-current as an accredited course on 28 November 2016, with an end date 27 November 2018, and that there may be no replacement qualifications or accredited courses to offer after this date.

Background

From 1 January 2015, updates to training.gov.au (TGA) for an Australian Qualifications Framework (AQF) qualification no longer current are actioned by Australian Skills Quality Authority (ASQA) in accordance with Standards for VET Regulators 2015, Standard 1 Clause 1.6 (c), which states:

> The VET Regulator ensures that where an AQF qualification is no longer current and is not superseded, the VET Regulator removes the qualification from the RTO's current scope of registration two years from the date the qualification was removed or deleted from the National Register.

It is a condition of registration that an RTO must comply with ASQA's *General direction — Learner transition*, which came into effect 1 April 2015.

Course transition requirements

The course 30981QLD Certificate II in Workplace Practices was accredited by ASQA from 29 November 2011 to 28 November 2016. Accreditation expires on 28 November 2016 and there may be no replacement qualifications or accredited courses to offer after this date.

RTOs must transition from this qualification in accordance with the provisions of Clause 1.26 of the Standards for Registered Training Organisations 2015 (Standards for RTOs 2015). RTOs are not able to enrol learners into an accredited course after it expires as indicated on TGA, and this requirement is not new.

Accredited courses that have become non-current will remain on an RTO's scope of registration for a period of two years for full courses (i.e. courses titled 'Certificate in …'), and one year for short courses (i.e. courses titled 'Course in …'). RTOs are therefore able to train and assess in these courses until the end date of the accredited course.

Terminology update

The Standards for RTOs 2015 have replaced the term *teach-out* with the term *transition period*.

Transition period means, where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

What you need to do

If your school RTO is currently registered for 30981QLD Certificate II in Workplace Practices, the following actions must be taken.

Student enrolment

- New students are not able to be enrolled in the accredited course once it becomes non-current on 28 November 2016.

- Current students, enrolled *after* 1 April 2015, must complete and be awarded with certification in the accredited course by the end date of 27 November 2018.

- Current students, enrolled *before* 1 April 2015, who are not able to complete and be awarded with certification for the qualification by the end date for the accredited course must be given the opportunity of transferring to an alternative endorsed accredited course.

RTO administration

- Certification (i.e. Certificates, Records of results and Statements of Attainment) for 30981QLD Certificate II in Workplace Practices must be award to qualifying students by 27 November 2018.

- No student may receive VET certification from 1 January 2015 without the RTO having a verified Unique Student Identifier (USI) for that student.

- Student Data Capture System (SDCS) will allow outcomes to be recorded for units of competency in 30981QLD Certificate II in Workplace Practices until the end date of 27 November 2018. No outcomes may be entered into SDCS for the accredited course after the end date.

Finding out more

Topic	Reference
TGA	training.gov.au
QCAA secure website; SDCS	contact the Helpdesk: helpdesk@qcaa.qld.edu.au, (07) 3864 0278
USI	• www.usi.gov.au • QCAA memos 075/14 and 030/15
course transition; VET queries	• www.qcaa.qld.edu.au/576.html • ask the VET team a question: www.qcaa.qld.edu.au/34062.html

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