

# SDCS and transitioning students

## VET guidelines

---

### Background

It is a requirement of the Standards for Registered Training Organisations (RTOs) 2015 (available at [www.comlaw.gov.au/Details/F2014L01377](http://www.comlaw.gov.au/Details/F2014L01377)) that when a qualification has been superseded, students must complete and have the relevant AQF certification documentation issued, or be transferred into the replacement qualification, within one year of the date the replacement qualification was released.

As school RTOs predominantly deliver qualifications over more than 12 months, they are frequently required to manage transfers into replacement qualifications.

This guideline provides instructions about one aspect of this management, that is, data management within SDCS. It also relates to the *Automatic registration of equivalent VET training products* factsheet, available at [www.qcaa.qld.edu.au/senior/vet/school-rto-management/guidelines-factsheets](http://www.qcaa.qld.edu.au/senior/vet/school-rto-management/guidelines-factsheets).

### How to manage transfers and transitions in SDCS

After the replacement qualification has been made available through SDCS, the following instructions can assist in transitioning student data in SDCS.

1. Select the *Cohort*.
2. Choose the *School VET* tab.
3. Using the *Choose a Course* button, select the replacement course from the list.
4. Using the *Add VET Competencies* button, select the replacement units that will be delivered.

**Note:**

- a. It is often possible to match the unit title of the replacement units to the closest unit title of the superseded units. But it may be necessary to consult TGA to confirm whether a superseded unit has an exact equivalent or not. For example, 'ICAICT101A — Operate a personal computer' is superseded by and equivalent to 'ICTICT101 — Operate a personal computer'. See <http://training.gov.au/Training/Details/ICAICT101A>. If there is not a match (i.e. a specific equivalent unit identified in TGA) get advice from the RTO Manager on which new unit to select.
  - b. Make sure that the total number and type of units selected still meets the qualification packaging rules for that qualification.
  - c. The Training and Assessment Strategy (TAS) for the replacement qualification **must** list the units that are to be delivered. However, the TAS lists only the units being delivered, not necessarily all units on the scope of registration.
5. Select one of the *Choose Students* radio buttons.

**Note:**

- a. *Not in course* may be the most appropriate selection.

6. Using the *Add Selected Students* button, select the students that will be enrolled in the replacement qualification and units of competency.
7. Choose the *VET Students* tab.
8. Using the *Course* dropdown list, select the replacement course (qualification).
9. Choose the *Student VET Competencies* tab.
10. Using the *VET Competency* dropdown list choose *<ALL>*.
11. Using the fill function (by clicking the table header,) enter the *Start Date* and *End Date*.

**Note:**

- a. The *Start Date* of the original unit/s must be retained for the replacement unit/s.
  - b. The *End Date* may need to be varied for individual students as explained in item 12 below.
12. Using the fill function (by clicking the table header), enter the *Outcome*.

**Note:**

- a. If the transition is done **before** any students have received any final outcomes, select *CONT* for all students in the *Outcome* column for all units.
- b. If a replacement unit was deemed as equivalent to the superseded unit (e.g. ICAICT101A is deemed equivalent to ICTICT101), and the student has a **final outcome of SUCC** for the superseded unit, use *CRDT* as the outcome for the replacement unit and change the End Date for the CRDT unit to the date that you made the new entry into SDCS.
- c. If a replacement unit was deemed as equivalent to the superseded unit (e.g. ICAICT101A is deemed equivalent to ICTICT101), and the student has **any other type of final outcome** for the superseded unit, use that outcome for the replacement unit as well.
- d. Change the End Date for any other type of final outcome for the unit to the date that you made the new entry into SDCS.
- e. If a replacement unit was deemed as **not equivalent** to the superseded unit, the *Outcome* of '*CONT*' should be entered for all students against the replacement unit.
  - i. This unit will need further evidence to be collected to address the gap between the replacement and the superseded unit requirements before a final outcome may be entered.
- f. If the replacement unit **is not superseding** any unit in the superseded qualification (i.e. a new unit with no equivalent), then it should have the *Outcome*, '*CONT*' entered for all students. Any units in the superseded qualification that do not have an equivalent in the new qualification must have a final outcome decided on by the school. This will be SUCC if the student goes ahead and completes the no-longer-current unit, or WITH if the student decided not to complete the no-longer-current unit.
  - i. This new unit will need to have sufficient evidence collected, as required by the assessment guidelines of the unit, before a final outcome can be entered.
- g. For all units in the superseded qualification for which there are **no final outcomes** entered and an equivalent unit is available in the replacement qualification, change the *Outcome* for all students in the superseded qualification to '*SUP*'.

- i. Change the *End Date* for the superseded units the students were enrolled in, to the date the students were enrolled in the replacement qualification and units of competency.
13. If the school RTO wants to add units to the replacement qualification that were not automatically added by QCAA but are allowable under the qualification packaging rules, they should apply to add a unit using the form *Application to change RTO scope of registration*, available at [www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/changing-rto-scope-of-registration](http://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/changing-rto-scope-of-registration).
14. If the school RTO does not want the replacement qualification and instead wants to have it removed from scope, they should apply using the form *Application to change RTO scope of registration*, available here: [www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/changing-rto-scope-of-registration](http://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/changing-rto-scope-of-registration).

## More information

- SDCS
  - See *Entering VET data into SDCS: VET data reporting guide*, available at [www.qcaa.qld.edu.au/senior/vet/school-rto-management/guidelines-factsheets](http://www.qcaa.qld.edu.au/senior/vet/school-rto-management/guidelines-factsheets).
  - Contact the QCAA Helpdesk on 3864 0278 or [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au).
- VET
  - Explore the QCAA website at [www.qcaa.qld.edu.au/senior/vet](http://www.qcaa.qld.edu.au/senior/vet).
  - Ask the VET Unit a question at [www.qcaa.qld.edu.au/senior/vet/ask-question](http://www.qcaa.qld.edu.au/senior/vet/ask-question).