

Request for Enrolment in Superseded Qualifications | Quality Services

INSTRUCTIONS:

1. Respond to all sections providing clear explanation/s for consideration of enrolment/s into a superseded qualification.
2. Send the completed form to Quality@federation.edu.au
3. Quality will assess application/s and forward to PVC (VET) for approval
4. Quality will notify Schools and Student Administration of outcome

Please Note: The PVC (VET) may choose not to accept an enrolment.

Respond to each section below by indicating either YES or NO in the space provided	YES	NO
Will this Qualification remain on the Scope of Registration for the duration of delivery for those students listed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student a commencing student? <ul style="list-style-type: none"> Do not complete this form if the new qualification is on scope and open for enrolment. All commencing students are to be enrolled into the current qualification if it is on the Scope. If the new qualification is on scope but has not progressed through internal processes and is not open for enrolments, complete this form and advise students that they will be transitioned if not completed by the end of the transition period. If the new qualification is not on scope continue to complete this form. 	<input type="checkbox"/>	<input type="checkbox"/>
Is the student a continuing student?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are plans in place to transition to the new qualification?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student been made aware that they must complete the qualification within the 12 month transition period?	<input type="checkbox"/>	<input type="checkbox"/>
The TAFE or College must ensure that all qualifications are current on the Skills Victoria Funded Courses List. This information is available within the Data Reporting & Compliance Non Payment Errors and Rejects Report (Circulated to Business Managers monthly).		

Please indicate below which area has prompted this request:	YES	NO
Is the current qualification / Purchasing Guide available?	<input type="checkbox"/>	<input type="checkbox"/>
Is the current qualification on scope?	<input type="checkbox"/>	<input type="checkbox"/>

Complete this section below:		
Federation TAFE Department		
Education Manager		Extension

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Qualification Details

Qualification Code	
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Qualification Title	
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Is the Qualification still within the Transition / Teach Out period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Qualification Expiry Date		End of Transition Period	
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(12 months after Qualification Expiry Date)

ASQA has advised, that when assessing compliance with Standard 1.26 – Transition to Training Packages / expiry of VET accredited program, the overarching principle that an RTO must deliver the current training product to a student, unless the student would be genuinely disadvantaged in undertaking that product, will be applied.

Please select any one or more of the following reasons for the student experiencing disadvantage:

- A requirement to undertake additional units of competency
- An extension to the enrolment period
- A fundamental change in the structure or content of the qualification
- An additional financial expense
- A significant change in training venue or delivery mode
- A change to apprenticeship/traineeship contract terms
- The outcome of the new/revised qualification is not recognised by an industry licensing/regulatory body
- A change to their residency visa status
- Other

Note: Not adding the new Training Package / Accredited Course to the Scope of Registration or completing transition / teach out actions within the required timeframe is not considered to be an exceptional circumstance.

Please provide full description of disadvantage that the student/s would encounter if required to enrol in current version of qualification.

No additional time can be given for genuinely disadvantaged students. All Students **must** be completed within the 12 month timeframe.

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Student Details

Number of students request is for

Expected Completion Date

(Date must be prior to end of transition period)

 Please list all students who will require enrolment in the expired qualification for this calendar year only

Student ID	Student Name

A separate list can be attached to request: - Once approved a copy of the form should accompany the student's enrolment form to Student HQ

Please Note:

The TAFE or College must provide timely and adequate advice and guidance to students if the qualification in which they are enrolled is superseded/deleted/expired and ensure students are given the opportunity to transfer to the replacement qualification or accredited program.

Evidence of provision of this advice and guidance must be maintained and available upon request.

Authority

Request approved by the Director of Operations | Federation TAFE

Signature:

Date:

Application received by Quality Services

Date:

Quality Services provides the following information for consideration by the PVC (VET)

Request approved by the PVC (VET)

Yes
No

Signature:

Date: