



## Course Transition Policy

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## **Purpose**

The Redcliffe Aero Club (RAC) is dedicated to ensuring that all our RTO (Registered Training Organisation) students are provided with ample opportunity to complete their course of study in which they are enrolled. Courses currently offered by Redcliffe Aero Club include:

- AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
- AVI50519 Diploma of Aviation (Instrument Rating)
- Aviation Double Diploma  
AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) / AVI50519 Diploma of Aviation (Instrument Rating)

This document provides guidance to RAC staff and students where a change in the training course requirements occurs. A change may result from a change to the Aviation Training Package Requirements, or if the aviation industry regulator the Civil Aviation Safety Authority implements a change in licencing requirements this may require students to be transitioned to a new course. A change may also be triggered in the unlikely event of an unforeseen circumstance occurring where it is considered necessary for RAC to discontinue a course and place students into a “Learner Transition” mode.

The Redcliffe Aero Club RTO Co-Ordinator (RTO CO) in conjunction with the Chief Flight Instructor (CFI)/Head of Operations (HoO) will develop and implement a comprehensive transition schedule and in some instances an amended training plan which reflects any changes or additional training and/or assessments required to meet the new Aviation Training Package guidelines.

The Redcliffe Aero Club will communicate with all affected students both verbally and in written communication.

The Redcliffe Aero Club CFI and Trainers in conjunction with the RTO CO in conjunction will amend their Training and Assessment Guide (TAS) to meet the new course requirements. All students will be provided with the changes to the documents and will be given a clear understanding of the changes to the units of competency between the superseded unit and the new course competency requirements.

The main aim of the plan once implementation will be to ensure that all students are not disadvantaged by the decision of The Redcliffe Aero Club or Governmental body to terminate a course.

## **Scope**

This policy document applies to all RAC education and training which results in the successful completion of a Diploma Qualification. This policy does not apply to students who are studying at RAC as a club member who are being trained in CASA Syllabus training only and who are not enrolled in one of the Diploma programs.

## **Definitions**

Transition Schedule	<p>A transition schedule is a written plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support that will be provided for students enrolled in a course that has been discontinued.</p> <p>The plan will provide for equitable treatment for all students affected by the discontinuation of the course, by enabling them to have reasonable time to complete the course, or by providing them with reasonable alternative course and unit options.</p>
Training and Assessment Guide (TAS)	Unit of competency mapping of the superseded unit to the newly released unit so that a student knows what they need to complete to successfully complete the requirements and graduate from the new qualification / course.
Learner Transition and Teach-out Mode	<p>As defined in the ASQA General Direction Teach out is the term used to describe the timeframe after a training product has been superseded, removed, or deleted from the National Register and in which the learners training, assessment and AQF certificate documentation must be completed.</p> <p>Learner Transition 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</p>



	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.
EFTSL	Equivalent Full-time student load
ASQA	Australian Skills Quality Authority
CASA	Civil Aviation Safety Authority
VSL	VET Student Loans

## **Procedures**

### **Reasons for discontinuing a Course**

The RAC Board of Directors, RTO CO in conjunction with the CFI and/ or Chief Executive Officer (CEO) may decide to discontinue a course for reasons including changes in student demand, a change to strategic positioning in a particular market, or a major course revision following a formal course review process.

A course may also be discontinued because of an ASQA or CASA decision to:

- not renew accreditation of a course/ qualification, that students are currently enrolled in;
- cancel the accreditation of a course/ qualification, that students are currently enrolled in, or
- not accredit a course intended to supersede an existing course that RAC has not sought to reaccredit.

Irrespective of the reason/s for the decision to discontinue a course, and place students into the “Learner Transition”, RAC will ensure that students are not disadvantaged. The RAC will achieve this by providing all RTO Students undertaking training and assessment in the discontinued course with a reasonable time to complete the course.

The RAC would encourage this to be on a full-time basis for a duration period of no more than one year. Students who have not completed the discontinued course within the period of the “Learner Transition” will be provided with additional assistance to transition into an alternative course, to complete their course by taking outstanding units of competency at another institution or another mode of learning, or to complete their course through a special course of study.

### **The Learner Transition / Transition Schedule**

The Learner Transition and Transition Schedule should facilitate and provide evidence of the following.

1. That students will have a reasonable opportunity to complete the discontinued course within a reasonable period of time.
2. The student will be provided with the anticipated timeline of activities, including the effective date of the termination of the course, as soon as practicable.
3. The RAC will create a Communication plan that includes the proposed timeline and methods for notifying students of the “Learner Transition Process”, including any students who may be on leave of absence, as well as academic and professional staff and other stakeholders.
4. A list of students affected and anticipated decisions regarding the “Learner Transition” period and the decisions made by students will be clearly documented in the Student Management System, Flight School Manager system, and on students individual electronic files. This information will include such information as graduation dates, transfer, remain at institution, participate in teach-out and at what institution, etc..

In addition to the above, mapping unit of competency delivery across the “Learner Transition” period would be implemented based on estimated student enrolment patterns. If there are part-time enrolments in an affected course/ qualification, the course end date should reflect a normal, timely progression for these students.

### **Procedures for Approval, Responsibility and Communication**

The Redcliffe Aero Club CEO who has responsibility for the decision to consider a course for discontinuation shall in conjunction with the CFI/HoO involve relevant academic and professional staff (and ideally student representatives) at the earliest stages of consideration, before taking the recommendation to the Board of Directors for a final decision to be made.

Should a decision be made to pursue discontinue a course, The RAC CEO will document the formal proposal.



The proposal for the discontinuation of the course will outline:

1. Reason/s (academic, strategic, and financial) for the discontinuation.
2. Whether there is a replacement course proposed.
3. The number of students currently enrolled and their level of progression.
4. An explanation of how current enrolled students will be supported to either complete the course in the allocated timeframe or transition to another course of study.
5. Any other expected impacts the decision will have on The Redcliffe Aero Club in the future
6. How the Board and stakeholders have been or will be consulted about the discontinuation.

The RAC Board of Directors will be required to consider all the factors of the proposal. If the Board of Directors support the Course Discontinuation Proposal it will be passed, seconded and documented in the board meeting minutes.

Once approved, the CEO will be responsible for the formal communication between the Board of Directors and ASQA, CASA, VSL and any other Government authority.

The CEO will also provide frequent updates to the Board of Directors on the progress and implementation specifics during the “Learner Transition” period.

### **Mentoring and Supporting Students during “Learner Transition” Period**

When students are in a course during the “Learner Transition” period, RAC will provide all students with academic support, practical support and mentoring to enable them to successfully complete their course/ qualification.

Each student will be given specific advice relative to their personal circumstances as to how they can complete the discontinued course. This should assume timely progression based on the student’s current enrolment pattern (full or part-time).

Transition schedules will need to be reviewed by CEO, CFI and the RTO CO during every phase of training ( or at approximately 6 week intervals) to ensure that timely progression is being maintained and any progression issues addressed.

### **Determining Anticipated Completion Dates**

In determining the anticipated completion date for a discontinued course/ qualification all existing enrolments per phase completion including the estimated final phase commencement must be considered. Factors to be considered include: the nature of the student cohort and the course, how many flying hours and ground school are still to be completed, is the course progression subject to additional CASA successful exam completions, if flight hours will this be influenced by the weather of a particular season and will a specific aeroplane availability also influence timeframes.

The RAC would encourage students to progress on a full time EFTSL timetable during this period. The “Learner Transition” period should allow for students to access up to one-year intermission. Students should be advised that it is highly unlikely that ASQA will approve any student’s extension application beyond this time and all provide to student’s what options would be available to them if this need eventuates (e.g. course transfer, complementary study).

### **Alternative Units of Competency or Change of Training Plan**

Towards the end of the “Learner Transition” period, there may be a need to consider alternative units of competency or the provision of additional cross training by an additional Trainer/ Assessor to facilitate completion of the course for some students. This may be particularly relevant when students have been unsuccessful in being deemed competent for a unit of study on more than one occasion or due to CASA requirements is unable to progress in their course due to re training requirements set out by CASA and are not able to complete the course in the sequence in their original training plan or in the allocated time frame.

A contingency for unit of competency options for any student who does not complete their course by the end of the Learner Transition period due to exceptional circumstances (e.g. Serious illness where their CASA Medical has been cancelled and they are not legally able to continue with training) this may require a special circumstances consideration to ASQA.

In such instances the RTO CO and the CFI will assist the student with this process.



Additional information can be found at:

<https://www.asqa.gov.au/>

ASQA

*Call **ASQA info line** on **1300 701 801***

*between 9.00 am and 7.00 pm Eastern Standard Time (EST), Monday to Friday*

*You can contact ASQA online by completing the ask ASQA a question online form  
or email [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au)*

*To provide feedback about ASQA email [feedback@asqa.gov.au](mailto:feedback@asqa.gov.au)*

These arrangements would also need to apply to any student with RAC who was requesting an enrolment suspension which would result in their training needing to enter into a Learner Transition period or seeking an extension. Students should be advised that such requests are unlikely to be approved unless there are exceptional and extenuating circumstances. Students making these requests need to be advised of the consequences for their progression and the limited range of options that may be available. This will be determined by the CFI/HoO.

### **Student Communication**

All students impacted by the decision to discontinue a course must be advised in writing. The correspondence should include the reasons for the decision and details concerning the various options that are available to the individual student. RAC will nominate a contact person at this time who will assist students with their individual enquiries.

Depending on the particular circumstances of the discontinuance of the course, a “Information Session” would be conducted with both the board of Directors and with students to answer any student questions and provide further reassurance about progression. A communication plan also needs to be developed for any current applicants for the course advising of alternative course options. At the point of the final intake, students need to be advised that no deferral of commencement is possible. Marketing material for the final intake must clearly state that deferral cannot be approved.

### **Course Advertising**

The Redcliffe Aero Club would as soon as practicable amend all appropriate marketing and recruitment information. The discontinued course would be removed from the website, within 5 business days and any publications both electronic and printed would be amended and/or replaced.

The RAC Student Management System, Master Document Register, Flight School Manager, BSNapps and all other systems will be amended, and the course/qualification would be removed. This advice should be provided as early as possible.

### **Related Documents**

1. F00147\_Course Transition Plan
2. F00148\_Course Discontinuation Proposal