

# Guide to superseding training products

This fact sheet explains the transition to superseding or replacement training products under Skills First.

## Background

Training products, including training package qualifications, skill sets and accredited courses, are regularly updated and replaced with new versions.

In this guide, 'new' means a superseding or replacement training product, and 'old' means a superseded or expired training product.

When a training product is replaced, you need to either:

- complete the training and assessment for your current students in the old training product, **or**
- transition them to the new training product.

## The transition period

When a new training product is introduced, ASQA allows a period in which students can still complete training in the old training product. This is called the transition period.

For Skills First training, we follow the transition period set by ASQA. This applies regardless of whether you're regulated by ASQA or VRQA.

We call the end of the transition period the subsidised training end date (STED).

We record the STED for each training product in the funded programs report. If ASQA extends a transition period, we update the STED to match it.

## Updating your funded scope

If you already have the old version, you don't need to contact us to add the new version of a training product to your funded scope.

We'll automatically update your funded scope to include the new training product once it's:

- on your scope of registration as shown on the training.gov.au website
- added to the funded programs report by the department.

You can run the 'RTO funded scope report' in the reports section of SVTS to check if a program code and enrolment type has been added to your funded scope.

## When we update the funded programs report

We typically add a new training product once the associated purchasing guide is updated. For VET accredited courses, we add the new course before the old course is set to expire.

For apprenticeships and traineeships, we won't add a new training product to the report (and won't update your funded scope) until after the approved training scheme is endorsed by the VRQA.

Approved training schemes are usually endorsed after purchasing guides are updated. This means we often add the apprenticeship/traineeship version of a program to the funded programs report later than the non-apprenticeship/traineeship.

Approved training schemes are published on the [VRQA website](#).

## Using a new training product

You can start training a student in a new training product once we add it to the funded programs report.

**i** You can't start delivery until the program is on the funded programs report, even if it is already on your scope of registration.

## Transitioning apprentices and trainees

If you're transitioning an apprentice or trainee to a new program, first you need to make sure the training contract is updated to the new program identifier.

Advise your apprentice or trainee and their employer to [lodge a request](#) to vary the training contract with their Apprenticeship Network provider.

Don't transition the student to the new program until the variation is approved and appears in Epsilon.

If you do, you'll get a 'reject 43' when you report the new program identifier. This means the program identifier doesn't match Epsilon.

You should contact the Apprenticeship Network provider if there is any delay in processing a variation request.

## Impact of transitioning

### Commencements

When you transition a student to a new program, this doesn't use up another commencement as long as you report the new program enrolment correctly.

Follow the reporting instructions in this guide to ensure you don't accidentally use up any additional commencements in SVTS.

## Eligibility

You don't need to re-check a student's eligibility for Skills First when you transition them from an old to a new program.

Transitioning to a new program isn't counted towards the '2 in a year' and '2 at a time' limits for future enrolments.

## Pre-training review

You don't need to do a new pre-training review for a student transitioning to a new program.

However, you should consider whether the new learning strategies and materials remain suitable and appropriate for the student. If not, you may need to think about whether they need any extra support to succeed.

## Training plan

You need to keep the training plan up to date with details about the new subjects and program.

You must share the updated version with the student, and the employer for apprenticeships and traineeships, so they're aware of changes.

## Evidence of participation (EOP)

When you transfer a student to a new subject, the old and new subjects are treated as a single subject for the purpose of EOP.

## Reporting

Follow the reporting instructions in this guide to make sure you link the old and new enrolments.

This helps us avoid counting them twice against your commencement allocation and program allocation (where relevant) and makes it easier for us to understand your data, including your completion rate.

### Transitioning to a new training package qualification

There are two steps to reporting a student's transition to a new training package qualification.

First, finalise all the subject enrolment records that commenced under the old program enrolment.

Second, start reporting ongoing and new subjects under the new program enrolment, and link them back to the old enrolment.

Read [table 1](#) for instructions on how to report this.

### Transitioning only to a new subject

Sometimes you may want to transition students to a new subject, but not to a new program. You can do this if the program:

- hasn't been superseded, or
- has been superseded, but hasn't reached its STED.

Read [table 2](#) for instructions on how to report this.

## Transitioning to accredited courses

Accredited courses are processed in SVTS in a different way to national training package qualifications.

This means that when you report a student's transition to a replacement accredited course, you'll have to report the new course like any new program enrolment, and you don't link it to the old course.

When you make this transition, the new course will use a further commencement allocation.

Lodge an SVTS enquiry if you are running low on commencements as a result of this, and we'll look into reinstating the places that were counted twice.

Be sure to provide the client ID and the two program identifiers in the enquiry.



### Further information

- Submit an [SVTS](#) enquiry
- [Victorian VET student statistical collection guidelines](#)

## Reporting superseding enrolments

Table 1 – Transitioning to a new program

### Step 1: Finalise the old program enrolments

If the subject is	How to report the data elements
<b>Completed*</b>	<b>Outcome identifier - national</b> Report a valid final value for a completed subject. For example '20 - competency achieved/pass' or '30 - competency not achieved/fail'. <b>Activity end date</b> Report the date the subject was completed.
<b>Still in progress*</b>	<b>Outcome identifier - national</b> Report value '40 - Withdrawn/discontinued' if you're going to re-enrol the student in the same subject for completion under the new program enrolment. <b>OR</b> Report value '61 – Superseded subject' if the subject is superseded and you're going to re-enrol the student in the new (superseding) subject for completion under the new program enrolment. <b>Hours attended</b> Report the number of hours of supervised training and assessment you provided prior to the transition. Report the balance of the hours when you report the continuation of the subject under the new program enrolment. <b>Activity end date</b> Update to the date the subject is transitioned.
<b>Not yet started</b>	<b>All fields</b> Stop reporting these subjects entirely. You'll report them against the new program enrolment instead.



You need to keep reporting completed and withdrawn subjects in your monthly uploads until the end of the collection year. If you don't, this will trigger a reject code (20) in SVTS and we will reclaim the funds previously paid to you.



## Step 2: Start reporting the new program enrolment

If the subject is	How to report the data elements
<p><b>Under the new program enrolment</b></p>	<p><b>Program Identifier</b> Report the 'program identifier' for the new program.</p> <p><b>Enrolment date</b> Report the same 'enrolment date' you used for the old program. This is the first of 3 data elements that help us link your old and new program enrolments.</p> <p><b>Program commencement date</b> Report the new 'program commencement date. This is typically one day <b>after</b> the date you've chosen as the transition date - but it can be later.</p> <p><b>Purchasing contract identifier</b> Report the same 'purchasing contact identifier' you used for the old program - even if it's a different collection year. This is the second data element that helps us link the old and new program enrolments.</p> <p><b>Associated program identifier</b> Report the 'program identifier' you used for the <b>old</b> program. This is the third data element that helps us link your old program enrolment to the new one.</p> <p><b>Program enrolment identifier</b> Generate a new 'program enrolment identifier' that reflects the new 'program identifier' and 'program commencement date'.</p>
<p><b>A withdrawn subject that is restarting</b></p>	<p><b>Subject identifier</b> For subjects from the old program enrolment that you reported as withdrawn or superseded (outcome identifier 40 or 61) and are now going to restart:</p> <ul style="list-style-type: none"> <li>• report the same (<b>old</b>) subject identifier if the subject: <ul style="list-style-type: none"> <li>○ is not superseded, or</li> <li>○ is superseded, but you are not transitioning to the new subject at this time.</li> </ul> </li> <li>• report the <b>new</b> subject identifier if you are transitioning to a superseding subject.</li> </ul> <p><b>Outcome identifier - national</b> Report value '70 - continuing enrolment'.</p> <p><b>Subject enrolment identifier</b></p>

If the subject is	How to report the data elements
	<p>Generate a new 'subject enrolment identifier' reflecting the new 'program enrolment identifier', 'program identifier', 'program commencement date', 'associated program identifier' and 'activity start date' combination.</p> <p><b>Activity start date</b></p> <p>Report the new 'activity start date'.</p> <p>You're reporting the continuation of the previously commenced unit, so this would typically be the day after the 'activity end date' for the withdrawn subject – but it can be later. It must be on or after the new program commencement date.</p> <p><b>Scheduled hours</b></p> <p>You've already received payment for some of the hours under the old subject enrolment, so report the <b>balance</b> of the 'scheduled hours' for the new subject enrolment.</p> <p>Calculate the balance by subtracting the old subject's 'hours attended' from the old subject's 'scheduled hours'. This ensures you will be paid for the remainder of the subject, and won't be overpaid.</p> <p>If you schedule more hours for the rest of the subject, for example if the new subject is longer than the old, you can increase the scheduled hours. Payments will still be limited to the maximum payable hours for the program.</p>
<b>New</b>	<p><b>All</b></p> <p>Report subjects that didn't commence under the old program enrolment under the new enrolment in the same way you would for any other subject.</p>

### Exceptions where you complete the old subject after transitioning to the new program

Sometimes you might transition the student to the new program, but decide to continue reporting some subjects under the old program enrolment until their completion rather than restarting them under the new program enrolment.

You can only do this if the subjects are completed before:

- the STED for the old program
- the end of the transition period for the subject if it is also superseded.

You might do this for administrative simplicity where the subject is almost finished, or if it's in the student's best interest to complete because the new one might require more hours. When this happens, you can have an activity end date for these subjects that's after the new 'program commencement date'.



Table 2 – Transitioning to a superseding subject without transitioning to a new program

**Withdrawing from the old subject and reporting the new subject**

If the subject is:	How to report the data elements
Old	<p><b>Outcome Identifier - National</b></p> <p>Report value '61 - Superseded subject'. This indicates the student is withdrawing from the subject and re-enrolling in the new subject under the same program enrolment.</p> <p><b>Hours Attended</b></p> <p>Report the number of hours of supervised training and assessment you provided before transitioning to the new subject. You'll report the balance of the hours against the new subject enrolment.</p> <p><b>Activity End Date</b></p> <p>Update to the transition date.</p>
New	<p><b>Subject identifier</b></p> <p>Report the new subject identifier. This code must be mapped to the superseded subject identifier in training.gov.au listing for the subject.</p> <p><b>Outcome Identifier - National</b></p> <p>Report value '70 – continuing enrolment.</p> <p><b>Scheduled Hours</b></p> <p>You've already received payment for some of the hours under the old subject enrolment, so report the <b>balance</b> of the 'scheduled hours' for the new subject enrolment.</p> <p>Calculate the balance by subtracting the old subject's 'hours attended' from its 'scheduled hours'.</p> <p>If you schedule more hours for the rest of the subject, for example if the new subject is longer than the old, you can increase the scheduled hours. Payments will still be limited to the maximum payable hours for the program.</p> <p><b>Activity Start Date</b></p> <p>Report the new 'activity start date'.</p> <p>You're reporting the continuation of the previously commenced unit, so this would typically be the day after the 'activity end date' for the withdrawn subject – but it can be later.</p>

© Copyright State of Victoria, Department of Jobs, Skills, Industry and Regions 2023  
 Except for any logos, emblems, trademarks, artwork and photography this document is made available under the terms of the Creative Commons Attribution 3.0 Australia licence.