Policy and Procedure		
Doc #: PP - 1.3		
NVETR (Compliance Standards for NVR RTO and FPPR) Instrument 2025: Division 2, Standard 14	NC: 11	**Transition Management**
Rev #: 8	**Approved By: Bib Dotel**	**Date: 16/05/2025**

REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
1	Adapted BMC Training Package Transition Policy & Procedure	Zita	23/1/14
2	Changed the format of the Policy and Procedure	Zita	25/9/14
3	Replaced ASQA's 'General Direction—Transition and teach-out' with Standards 1.26 &1.27	Jeevan	30/3/15
4	Added form: F-2 O 19 ACA Agreement to Transfer Courses_v1	Cindy	14/01/16
5	The terms **Teach Out** and **Transition Period** have been included as part of Section 3: Definitions. Section 5.4 has been removed and no longer applies. Only ASQA can approve transition periods longer than those detailed in Clauses 1.26 (a), (b) and (c) of the Standards for RTOs 2015,	Cindy	04/04/16
6	Updated references to the new National Code 2018 standards. Replaced Compliance Manager with Compliance Officer.	Elaine	09/03/18
7	Updated clause 5.2.6 and added clauses 5.2.7 and 5.5.	Elaine	01/10/19
8	• Updated the purpose and scope of policy and procedure – to include AAPoly VET, STA • Retired AAPoly and STA transition management policies and procedures • Removed "ACA" in the title • Updated to meet the requirements of the revised SRTO—National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 – Transition period with the inclusion of enrolment restriction after one year of new (replacement) qualification.	Compliance	16/05/25

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1.0 Purpose

1.1 To establish a systematic approach for managing training product transitions across Academies Australasia VET Colleges (the College), as listed in Schedule 1, in accordance with the regulatory requirements outlined in the NVETR (Compliance Standards for NVR RTO and FPPR) Instrument 2025.

1.2 To ensure that the College effectively implements the transition and teach-out requirements related to superseded, expired, or updated training packages, qualifications, accredited courses, and units of competency, in alignment with national regulatory standards.

2.0 Scope

2.1 This policy and procedure apply to all relevant staff of the College who are involved in the management of training product transitions. This includes, but not limited to, the Designated Head of Vocational Education and Training, Course Coordinators, Student Services, and Marketing staff.

2.2 It applies to the management of transitions arising from superseded training packages, qualifications, accredited courses and units of competency.

3.0 Policy Guidelines

3.1 The College delivers current qualifications and units of competency to students and manages the transition from superseded Training Packages, qualifications and units of competency in an orderly manner, with accurate documentation and evidentiary requirements to ensure that the student's study outcomes are correctly and completely delivered and reported accurately.

3.2 In accordance with the Compliance Standard 14, Transition of Training Products, no students are to be enrolled in a superseded training product beyond **one year** from the date the new (replacement) qualification was included on the National Register.

All students currently enrolled in the superseded product must either:
   a) **Complete** the training and be issued with the relevant AQF certification documentation, or
   b) Be **transitioned** to the replacement training product within the 12-month transition period, unless an extension has been approved by the Regulator, or the College determines there are extenuating circumstances warranting additional time.

    3.3 For AQF qualifications that are no longer current and have not been superseded, the College must ensure that all enrolled students:
- a) **Complete** the qualification, and
- b) **Receive** the relevant AQF certification documentation— within **two years** from the date the qualification was removed or deleted from the National Register.

    3.4 Common Training Package changes include:
- a) Revised unit(s) of competency and qualification codes and titles
- b) Revised packaging rules for qualifications which cause changes in the requirements pertaining to the allocation of core or elective units
- c) Revised units of competency, which may include combining two units of competency into one or minor changes where the unit of competency has remained equivalent
- d) Revised pre-requisites, co-requisites or entry requirements
- e) Revised assessment guidelines which may relate to identifying new requirements relating to trainers and assessors

While this is not an exhaustive list, the common changes identified in the list above are certainly the most commonly seen in the transition of training packages. It is the responsibility of relevant staff members to remain promptly and adequately informed of any changes and to carefully monitor such developments to ensure that training and assessment strategies and practices remain up to date and fully compliant with the requirements of the Training Package.

4.0   Definitions

    4.1 ASQA – The Australian Skills Quality Authority is the national regulator for Australia's vocational education and training (VET) sector.

    4.2 National Register – training.gov.au (TGA) the official national register of information on training packages, qualifications, courses, units of competency and registered training organisations (RTOs).

    4.3 New Qualification – A new (replacement) qualification or a new version of a previously endorsed qualification.

    4.4 Transition – All actions required to change the delivery operations of the College from an existing training product to a replacement endorsed or accredited training product, including resources, registration and transfer of students.

    4.5 Transition period – Where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the student's training, assessment, and AQF certification documentation issuance must

be completed or, in the case of a superseded qualification, within which the student is transitioned into the new (replacement) qualification.

4.6 **Teach-out** – is a term used in earlier ASQA General Directions to describe the timeframe after a training product has been superseded, removed or deleted from the National Register, and any transition period has expired, in which a student's training, assessment and AQF certification documentation issuance must be completed (while this term has been used by ASQA in the past, it is not a feature of the *Standards for RTOs 2015 or the NVETR Instrument 2025*).
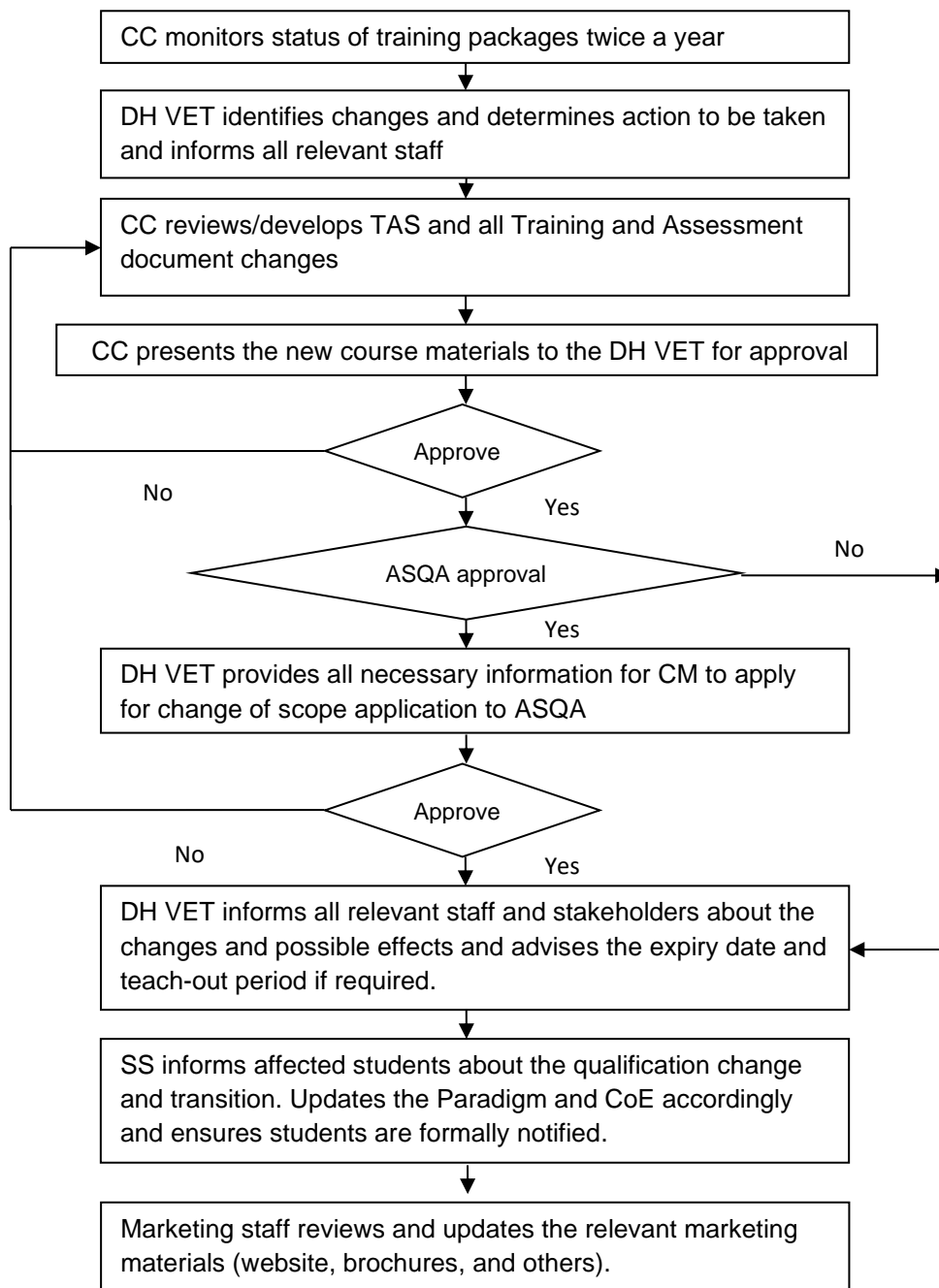
5.0 Responsibilities

5.1 **Compliance Manager (CM) and Compliance Officers** – are responsible for submitting change of scope application to ASQA once documentation relating to all aspects of the new requirements have been finalised and approved by DH VET.

5.2 **Course Coordinator (CC)** – is responsible for the control and implementation of any transition arrangement under the faculty's delivery scope. CC must consult with relevant senior management personnel, training staff and industry consultants regarding the transition process. CC is also responsible of review and update the Training and Assessment Strategy (TAS), training resources, and assessment tools in line with the new training product.

5.3 **Designated Head (DH) VET** – is responsible for ensuring that changes due to transition arrangement have been communicated to existing staff and stakeholders. Staff must be informed of how changes will affect their operational workflow (i.e. sales, marketing, enrolment, student record management).

5.4 **Group General Manager, Vocational (International)** – is responsible for overseeing the implementation of this policy and ensuring ongoing compliance with the revised Standards for RTOs, including all requirements related to the transition of training products.

5.5 **Marketing staff** – is responsible for ensuring that the promotional and enrolment materials reflect the current qualifications. The department must provide accurate information to prospective students about any changes.

5.6 **Student Services (SS) staff** – is responsible for ensuring that changes due to transition arrangement have been communicated to the students. SS must provide guidance and support during the transition into new qualifications, including timelines and changes to course structure or duration.

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6.0 Procedure

6.1 Procedure flowchart

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┌─────────────────────────────────────────────────┐
│ CC monitors status of training packages twice    │
│ a year                                            │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│ DH VET identifies changes and determines action  │
│ to be taken and informs all relevant staff       │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│ CC reviews/develops TAS and all Training and      │
│ Assessment document changes                       │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│ CC presents the new course materials to the       │
│ DH VET for approval                               │
└─────────────────────────────────────────────────┘
                        ↓
              ◇ Approve ◇
         No ←          Yes ↓
              ◇ ASQA approval ◇  → No
                        Yes ↓
┌─────────────────────────────────────────────────┐
│ DH VET provides all necessary information for CM  │
│ to apply for change of scope application to ASQA  │
└─────────────────────────────────────────────────┘
                        ↓
              ◇ Approve ◇
         No ←          Yes ↓
┌─────────────────────────────────────────────────┐
│ DH VET informs all relevant staff and             │
│ stakeholders about the changes and possible       │
│ effects and advises the expiry date and           │
│ teach-out period if required.                     │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│ SS informs affected students about the            │
│ qualification change and transition. Updates the  │
│ Paradigm and CoE accordingly and ensures          │
│ students are formally notified.                   │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│ Marketing staff reviews and updates the relevant  │
│ marketing materials (website, brochures, and      │
│ others).                                          │
└─────────────────────────────────────────────────┘
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6.2 Flowchart Details

6.2.1 CC, DH VET and CM subscribe to ASQA to receive email alerts with regards to changes to training packages. CC must monitor the status of Training Packages (TP) to remain aware of changes and how these might affect the scope of registration of the College.

6.2.2 Once changes and requirements have been identified, DH VET determines action to be taken for responding to the changes and informs all relevant staff of proposed changes to occur. DH VET may wish to use the Transition Management guide to aid with this process.

To ensure that no students are enrolled in the superseded qualification more than one year after the replacement qualification has been added to the National Register, the action plan may include:

- Developing a 'Transition Schedule'.
- Developing appropriate budget plans for transition.
- Appointing a person to lead the work of analysing the amendments to the qualification or unit of competency (UoC) and addressing the required 'content' changes.
- Updating marketing collateral, enrolment forms and other documentation.

6.2.3 CC reviews or develops training and assessment strategy (TAS), Training and Assessment materials and consults with industry to gain feedback on changes if applicable. CC also reviews and updates all training and assessment resources relevant to the course such as, staff competency, equipment, facilities, course materials – assessment tools, training plan, mapping tools etc. CC oversees the validation and moderation activities of assessment tasks to ensure the new qualification/UoC requirements have been implemented according to the TP requirements.

6.2.4 CC presents the new course materials to DH VET for approval.

6.2.5 If ASQA approval is required, DH VET provides CM with all the required necessary documentation, such as annual CRICOS timetable, TAS, Assessment Tools, etc. to submit a Change of Scope application to ASQA.

6.2.6 Once approved, DH VET informs staff and stakeholders about the new course and possible effects on them. DH VET also ensures that changes are reflected on marketing materials, website, student management system, transcript templates and any contractual agreement such as articulation agreements.

6.2.7 SS notifies affected students of the new qualification and possible effects on their studies. SS processes the students' transition in the Student Management System and updates the Confirmation of Enrolment (CoE) accordingly. All changes must be formally communicated to the students.

Note: Student's course duration may change as a result of the transition.

6.2.8 Credit transfer will be granted for Units of Competency (UoCs) that are deemed equivalent between the superseded and replacement qualifications, provided they have been successfully completed by the student. This provision does not apply to clustered units, where multiple UoCs are delivered and assessed collectively.

6.2.9 Marketing staff reviews and updates all relevant materials, including the website, brochures, enrolment forms, and other necessary documents, to accurately reflect the new qualification.

6.3 Teach-out arrangements

Students who are not affected by the new training package changes will complete the superseded qualification prior ASQA's designated teach-out period. The AQF certification for these students will be issued in accordance with the superseded qualification.

6.4 Change in Course Duration

When a new qualification is introduced as part of a training package transition and its duration differs—either shorter or longer—from that of the superseded qualification, the College must revise the course structure and ensure that all related compliance and communication procedures are implemented.

The CC identifies the changes in course duration during the review of the new training product and submits a formal proposal to the DH VET for evaluation and approval. Upon approval, the CC updates the TAS and all relevant documentation, then submits the revised materials to both the DH VET and the CM.

The CM is responsible for preparing and submitting a Change of Course Duration application to ASQA, including CRICOS updates if the course is offered to international students.

Once regulatory approval is obtained, the DH VET oversees the implementation of the course duration change, including updates to the Student Management System,

Training and Assessment Strategy (TAS), marketing materials, and other relevant documentation.

SS is responsible for updating the course duration for affected students in both the Student Management System and PRISMS (Confirmation of Enrolment), ensuring consistency with the new course structure.

Note: Students must be formally notified of the change in course duration in their study plans, particularly where it may impact visa conditions, academic progression, or course completion timelines.

6.0 References

6.1 When Training Products Change | Australian Skills Quality Authority
6.2 ASQA Learner Transitions
6.3 National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
6.4 National Code of Practice for Providers of Education and Training to Overseas Students 2018

7.0 Appendices

7.1 Transition Management Guide
7.2 ACA Agreement to Transfer Courses
7.3 Schedule 1

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Schedule 1

Academies Australasia Institute (AAI)
Academies Australasia Polytechnic (AAPoly) Vocational
Australian College of Technology (ACT)
Clarendon Business College (CBC)
Supreme Business College (SBC)
Skills Training Australia (STA)