Training Package Transition Policy and Procedure

1. Introduction

At AICC, we acknowledge our obligation to remain informed of changes to training packages and to establish transition arrangements for existing students and those students who may be enrolled during a transition period. Our obligation is to manage their scope of registration to transition from superseded Training Packages within 12 months (unless advised of an extension by Australian Industry and Skills Committee) of their publication on the national register.

2. Compliance

1. This is a compliance requirement under the:
    a. Standards 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, and 2.5 of the Outcome Standards for RTOs 2025
    b. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (https://www.legislation.gov.au/Details/F2017L01182).
    c. Australian Qualification Framework

3. Intent

This policy is applicable to training package amendments and newly endorsed training packages. Although not everyone will be responsible for its implementation, all personnel are required to understand the policies with regards to teaching out of superseded or deleted qualifications and units of competence, as it will impact on enrolments, marketing materials, issuance of qualifications, record keeping tasks etc.

4. Relevant Definitions

2. In the context of this document:

AISC	Australian Industry and Skills Committee
National Register	www.training.gov.au (TGA)
New Qualification	A new qualification or a new version of a previously endorsed qualification
Teach-out	Allowance to complete all training, assessment and qualification issuance of current students in an inactive VET course, following expiry of any applicable transition period of the VET course's replacement.
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.
Transition Period	Transition period means where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product

Training Plan	The agreed road map to a student training program. It contains the details, including the time frames, of what a student will learn and be assessed against

5. Procedure

Monitoring the status of training packages and responding to changes is managed through the Continuous Improvement procedure, supported by the process of validation of training programs and learning and assessment strategies prior to commencement of course delivery. This ensures the transition to revised or new training packages is systematic and properly managed and integrates the process of implementing revisions and changes into all other areas of AICC operations.

Transition to new training packages includes the training package in its entirety including (any) imported units.

Enrolments in new qualifications or units of competency (UoCs) and transfers from superseded qualifications and UoCs will commence as soon as those qualifications or units are formally registered on the AICC Scope of Registration. This allows students access to the most current qualification and minimises the period that students remain enrolled in superseded programs. Once AICC Scope of Registration reflects the new qualifications or UoCs, AICC will not enrol new students into the superseded program.

Students who are enrolled in qualifications which are superseded part way are encouraged to transfer their enrolment to the new qualification, once it is available on the AICC scope of registration. Students may remain enrolled in the superseded qualification until the expiry of the teach-out period. Generally, students will be transferred to the replacement qualification as soon as practicable.

By applying the continuous improvement process to the transitioning and teaching-out of students, AICC will be able to monitor the students and ensure progress of their teach-out deadlines.

AICC applies the following systematic approach to ensure that this process examines logistical management of the transition, updating the VET Trainer and Assessor's Profile, professional development of staff regarding new qualifications and UoCs, and changes to learning and assessment materials.

- The CEO and Director are on the distribution list to receive email alerts from the National Register (TGA) with regards to changes to training packages.
- The CEO will notify all AICC staff, trainer and assessor, students via email and briefs within 24 hours whenever there are any changes to the training packages, legislative and regulatory requirements.
- Transition management is a permanent agenda item of the AICC Management Group.
- A Continuous Improvement Form will be submitted by the CEO, to initiate the transition process at the next AICC Management Group meeting.
- Changes to the scope resulting from changes to existing qualifications and UoCs will be managed by the CEO or/and the Compliance Manager.

Review Training and Assessment Strategies

AICC will review the existing training and assessment strategy to determine the higher-level changes that have occurred to a qualification and the likely changes that are required. This may include additional consultation with industry to gauge their reaction to training packages changes, to identify new preferred electives and to determine if there are specific industry requirements that need to be incorporated. Once change requirements have been identified, AICC will determine actions required for responding to the changes. This includes:

- Identifying students affected by the change/s
- Communicating with identified students and outlining plans for transition
- Addressing the required 'content' changes.
- Updating marketing material and other documentation

The CEO or/and the Compliance Manager will oversee required activities to ensure the new qualification/UoC requirements have been implemented according to Training Package requirements and AQF policies and objectives.

Teach-Out Arrangements

Students who are enrolled in qualifications which are superseded part way are encouraged to transfer their enrolment to the new qualification once it is available on the AICC scope of registration. Students who choose not to transition to a new qualification are 'taught out' to the conclusion of their qualifications. To support this arrangement, the following business rules are applied:

Superseded/Non-current Qualifications

Where a training product on AICC's scope of registration is superseded, all students' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement (when AICC has the replacement on its scope of registration), within a period of one year from the date the replacement training product was released on the National Register .

The requirements listed above do not apply where a training package requires the delivery of a superseded unit of competency .

Where an AQF qualification is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register .

Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all students' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register .

Deleted Qualifications

A new student does not commence training and assessment in a training product that has been removed or deleted from the National Register .

Document control

Version number:	V1.2	Approved by:	CEO/PEO
Approval date:	01 July 2025	Review date:	01 July 2026