



## Policy & Procedure

# Transition of Training Packages

### Purpose

The purpose of this Policy & Procedure (P&P) is to ensure that the RTO will only deliver currently endorsed Training Packages or currently accredited courses.

### Scope

This P&P provides guidance on how is to manage the transition from superseded Training Packages within 12 months of their publication on the National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) on training.gov.au and the transition from superseded accredited courses.

### Inputs

Standards of RTO 2025 - Compliance Standards:

1. Unless otherwise approved by the **National VET Regulator** an NVR registered training organisation must ensure:
  - a. where a training product is superseded:
    - i. no individuals are enrolled in the superseded training product from the period commencing one (1) year from the date the replacement training product was included on the National Register; and
    - ii. all VET students enrolled in the superseded training product have completed the training product and been issued the relevant **AQF certification documentation** or have been transferred into the replacement training product in a timely manner;
  - b. where an **AQF qualification** is no longer current and has not been superseded - all VET students enrolled in the training and assessment leading to the qualification have, within a period of two (2) years from the date the qualification was removed or deleted from the National Register:
    - i. completed the qualification; and
    - ii. received all AQF certification documentation relating to the qualification;
  - c. where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded - all VET students enrolled in the training and assessment have, within one (1) year from the date the training and assessment is deleted from the National Register:
    - i. completed the training and assessment; and
    - ii. received all AQF certification documentation relating to the training and assessment.
2. An NVR registered training organisation must ensure the organisation does not allow individuals to commence training and assessment in a training product that has expired, been removed or deleted from the National Register.

### Requirement

To best meet the needs of learners and of industry, RTOs are to transfer learners from superseded qualifications into a replacement qualification as soon as possible.

RTOs are to ensure that all learners enrolled in a superseded training product are transferred to a current training product within one year of the replacement being published. Before this is done the RTO is to ensure that the replacement training product is on their scope of registration.

Sometimes, a qualification or accredited course will specify a core or named elective unit or module that has been superseded, removed, or deleted from another training package. In these cases, the RTO must continue to include the component/s as named in the qualification or course being delivered.

### Reference Documentation

Other reference documentation which relates to this P&P includes:

- Training.gov.au (TGA) website
- TAC Fact Sheet - Transition and Teach Out

### Tools & Templates

This P&P is supported by the Tools & Templates identified at each stage in the process.

### Policy



To best meet the needs of learners and of industry, IIA is to transfer learners from superseded qualifications into a replacement qualification as soon as possible. IIA will ensure that all learners enrolled in a superseded training product are transferred to a current training product within one year (12 months) of the replacement being published. Before this is done IIA ensures that the replacement training product is on the scope of registration.

### Remaining current

Information on the development of new training package or accredited courses is to be obtained by ensuring IIA is included on the email subscription lists of the relevant Industry Skills Councils, the owners of the Training package and Accredited Course.

**Output:** Current information on new training package or accredited courses

**Responsibility:** Academic Manager / CEO

### Transitioning to a revised Training Package / accredited course

When and new training packages or accredited courses is released which relate to the courses offered by IIA the following is to occur:

- Revise the Training and Assessment Strategies for each course and amend the related resources required.
- Update the templates for statements of attainment and testamurs.
- Update marketing materials.
- Make Trainers and assessors aware of changes in the revised Training Package or accredited course and related training and assessment strategies and resources.
- Advise students, employers and other relevant stakeholders affected by these changes of how the changes will affect them.

**Output:** Updated training and assessment materials

**Responsibility:** Academic Manager / CEO

### Student Enrolments

Where a Training Package has been revised and new qualifications developed, student enrolments within the new qualification must commence as soon as possible and no later than one year after publication of the revised Training Package.

**Output:** Student enrolled in updated courses

**Responsibility:** Administrator

### Transitioning students

A strategy is to be developed for transitioning students to the new qualification/course or 'teach out' students in the superseded qualification/course within a timely manner, within the timeframe designated by the registering authority.

**Output:** Students transitioned to new courses

**Responsibility:** Academic Manager / CEO

### Revise the SMS

The Student Management System, including management of enrolment, student records management and relevant policies and procedures are reviewed to accommodate the necessary changes. Processes must ensure that students are not enrolled in qualifications that adversely affect their opportunities for employment and/or future study pathways.

**Tools & Templates:** Student Management System

**Output:** Revised Student Management System

**Responsibility:** Administrator

### Key Performance Indicator:

The effectiveness of this P&P will be demonstrated if transition from superseded Training Packages occurs within 12 months of their publication.

### Version history

Version	Date	Description of modifications
1.0	January 2024	Initial Draft
2.0	August 2024	Final
3.0	July 2025	Updated as per revised standards