

What you need to know – key take outs

ITeC Academy ensures that clients/students have access to and attain qualifications that most closely represent the current skill needs of the industry. ITeC Academy ensures effective and efficient practices are in place to:

- Monitor the currency of training product/package(s).
- Maintain the currency of its' scope of registration.
- Transition training products/packages.
- Transfer clients/students to upgraded Training Package qualifications and VET Accredited courses.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	<p>ITeC Academy ensures that clients/students have access to and attain qualifications that most closely represent the current skill needs of the industry. ITeC Academy ensures effective and efficient practices are in place to:</p> <ul style="list-style-type: none">• Monitor the currency of training products.• Maintain the currency of its scope of registration.• Transition training products.• Transfer clients/students to upgraded Training Package qualifications and VET Accredited courses.
Purpose	<p>ITeC Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2025). As such, ITeC Academy is required to transition its' scope of delivery and clients/students to new training products in a timely manner.</p>
Risk statement	<p>IRT and ITeC Academy have a low appetite for failing to meet our legislative obligations.</p>
Scope	<p>The scope of this policy covers all ITeC Academy students, employees, contractors and/or third parties acting on behalf of ITeC Academy.</p>
Related procedure	<p>Full procedures are outlined in the ITeC Academy Procedure Manual Section/s;</p> <ul style="list-style-type: none">• Training Product Transition – all sections• Training and Assessment Procedures – all sections

Related documents	<ul style="list-style-type: none"> • Policy 1.03.855 Validation • Policy 1.03.824 Training and Assessment • Policy 1.03.828 Development and Conduct of Assessment • Policy 1.03.839 Industry Engagement • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual • Training and Assessment Strategies template • Industry consultation form • Assessment Tool Pre-Validation Report • Post-Validation Template • Learner Guides • Assessment tools/instruments
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2025. <p>The Standards for Registered Training Organizations (RTOs) 2025 are a set of regulations developed by the Department of Employment and Workplace Relations and are regulated by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> • SRTO1.1 Training is engaging and well-structured and enables VET students to attain skills and knowledge consistent with the training product. • SRTO2.1 VET students have access to clear and accurate information, including to make informed decisions about the training product and the RTO, and are made aware of changes that affect them. • Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements • Division 2. Integrity of Nationally Recognised Training Products Section 14. Transition of training products
Diversity Statement	<p>IRT and ITeC Academy are committed to respecting, valuing and celebrating diversity in all its forms in our customer, older people and workforce population and catering for diverse needs through respectful, inclusive and equitable practices.</p>

Policy owner	General Manager ITeC Academy
Publish date	August 2025
Content Manager reference number	EDOC2025/0043389

1 Regulatory Standards and Relevant Legislation

This policy has been written to align with the Standards for RTOs and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2025	<p>The Standards for Registered Training Organizations (RTOs) 2025 inclusive of Compliance Requirements are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> • SRTO1.1 Training is engaging and well-structured and enables VET students to attain skills and knowledge consistent with the training product. • SRTO2.1 VET students have access to clear and accurate information, including to make informed decisions about the training product and the RTO, and are made aware of changes that affect them. • Compliance Requirements Division 2. Integrity of Nationally Recognised Training Products 14. Transition of training products

2 Training Package Transition

2.1 Industry Currency – Qualifications

An AQF Qualification, Unit of competency, Accredited short course or module or VET Accredited course (Training Product) being superseded, discontinued or no longer current and has not been superseded indicates that industry needs have changed, rendering the previous training product unsuitable.

2.2 Transitioning Clients/Students

- For superseded training products on ITeC Academy's scope of registration, we ensure that no individuals are enrolled in the superseded training product from the period commencing one year from the date the replacement training product was included on the National Register unless otherwise approved by ASQA
- We will ensure that students enrolled in the superseded product have completed the training product and been issued the relevant certification documentation or have been transferred into the replacement training product in a timely manner.
*Timely manner is interpreted as within 12 months from the date the replacement training product was included on the National Register unless otherwise approved by ASQA
- If an AQF qualification is no longer current and has been removed or deleted, all clients/students' training and assessment must be completed, and relevant AQF certification documentation issued within two (2) years from its removal or deletion date.
- For non-superseded, removed or deleted skill sets, units of competency, accredited short courses, or modules, all clients/students' training and assessment must be completed, and relevant AQF certification documentation issued within one (1) year from the removal or deletion date.
- No new enrolments or commencements are allowed for training products removed or deleted from the National Register. Giving Notice of Enrolment Cancellation

2.3 Superseded Units in Secondary Training Packages

The requirements of 2.2 do not apply where a secondary Training Package still contains and requires the completion of a superseded unit of competency from a "parent" Training Package

2.4 Changes to Scope – Superseded Training Products

- If a Jobs and Skills Council deems a replacement training product equivalent to the superseded product, ITeC Academy's scope of registration will be automatically updated by the National VET Regulator to include the replacement product.
- If deemed "not equivalent," ITeC Academy must apply for the replacement product to be added to its scope of registration and have the application approved before transferring any student enrolments.
- The RTO will determine the timing of when enrolments in the superseded training product will be stopped to ensure that all students have the appropriate time to complete the training product. All other instructions (or other date as advised by the VET regulator), will be implemented to ensure students are not disadvantaged.

2.5 Changes to Scope Deleted or Removed Qualification

- In cases where a qualification is removed or deleted without replacement, ITeC Academy will determine an alternative qualification in consultation with the client/industry representative.

- ITeC Academy will not allow new commencements into deleted or removed qualifications from the date of removal.

2.6 Changes to Scope – Deleted or Removed Skills Set, Unit of Competency, Course or Module

- For deleted or removed skill sets, units, courses, or modules with no replacement, ITeC Academy will find an alternative training product in consultation with the client.
- Not allowing students to enrol into a superseded skill set, unit of competency, accredited short course or module outside of the authorised timeframe.

3 Record Keeping and Retention

ITeC Academy will maintain all records relating to training product transition including transition action plans, meeting minutes, ASQA applications, CEO approvals and all related courseware spanning training and assessment of the impacted course/qualification.

4 Continuous Improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from student and employee/contractor feedback, validation, industry consultation and other self-assessment activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the arrangements, procedures and overall effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

In practice example:

The BSB Training Package was released in July 20XX. ITeC Academy reviewed the new requirements, established a project plan inclusive of the transition checklist and developed new courses inclusive of training and assessment strategy/s, course materials and assessment tools to meet the new Training Package requirements. Application was submitted for a change to the scope of registration with ASQA and it was approved. ITeC Academy commenced enrolling students in the new qualifications the following February.

5 Roles and Responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Oversees the RTO operations to implement this policy and associated procedures relating to Training Package transition arrangements and compliance with this policy and regulatory requirements.
Policy Monitor – Compliance Manager	<ul style="list-style-type: none"> Review operational compliance with this policy and regulatory requirements. Maintain the transition documentation. Prepare draft policy improvements.
Policy Monitor – RTO Manager	<p>Approves TAS documents.</p> <p>Ensure day to day implementation and compliance with this policy.</p>
Implementation – all employees	Implement day-to-day operations associated with complying with this policy and associated procedures.

6 Definitions

In this Policy, words have the following meaning:

Term	Definition
AQF certification documentation	Official documents confirming an AQF qualification or statement of attainment issued to an individual.
AQF qualification	Qualification type endorsed in a training package or accredited in a VET accredited course.
National Register	Register maintained by the Commonwealth Department responsible for VET as referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.
Scope of registration	Training products for which an RTO is registered to issue AQF certification documentation, allowing the RTO to provide training delivery and assessment, or assessment only, resulting in AQF certification documentation.

Term	Definition
Statement of attainment	Statement issued to a person confirming that the person has satisfied the requirements of specified units of competency or accredited short courses.
Training Package	Components endorsed by the Industry and Skills Council, including units of competency, assessment requirements, qualifications, and credit arrangements.
Training Product	AQF qualification, skill set, unit of competency, accredited short course, and module.
VET Regulator	The National VET Regulator or a body of a non-referring State responsible for VET legislation matters.