

## CHANGING SCOPE OF REGISTRATION POLICY

### 1. Purpose

- 1.1 This document applies to the **Innovative Institute of Australia**, its courses, its clients (students), and its controlled entities (collectively, "IIA", "Institute", "the Institute", "we", "us", "our").
- 1.2 The purpose of this policy is to
- i. Guide the work of those seeking to both add and remove training products from our scope of registration.
  - ii. Ensure that we have the required resourcing to support applications to add to our scope of registration, including requirements for trainers and assessors, educational and support services, learning resources, facilities, equipment, and assessment systems.
  - iii. Ensure we only offer, deliver, and issue AQF certificates for training products included in our scope of registration.
- 1.3 This policy is implemented in compliance with the requirements of the Education Services for Overseas Students Act 2000 (the ESOS Act), the Standards for Registered Training Organisations (2025), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).
- 1.4 In this file, words that import gender include all other genders; the singular 'they' is gender-neutral and used to avoid specifying a person's gender; words in the singular number include the plural and vice versa.
- 1.5 This policy does not affect students' rights under the Australian Consumer Law.
- 1.6 The Institute reserves the right to amend these terms and conditions at any time.
- 1.7 This policy does not affect students' rights under the *Australian Consumer Law*.

### 2. Definitions

Innovative Institute of Australia  
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RTO No: 45549  
CRICOS Provider Code: 03807C  
Changing Scope of Registration Policy  
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- 2.1 Assessment means the process of gathering evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace, as specified in a training package or a vocational education and training accredited course.
- 2.2 An accredited course means a nationally recognised course accredited by vocational education and training regulators (or delegates) and developed to meet training needs not addressed by existing training packages. Most accredited courses are identified by a training product code beginning with “NAT”, such as NAT12345678. These courses are privately owned, and a licence or evidence of permission must be obtained from the course owner before these courses can be added to the scope and delivered.
- 2.3 Scope of Registration means the training package qualifications, accredited courses and units of competency that an RTO is approved to deliver.
- 2.4 Training (Competency-based training) is the process and actions of incrementally teaching a person specific skills, knowledge, and attitudes to perform the tasks required by a unit of competency and to prepare the person for assessment. Training is usually delivered by a Trainer and, where appropriate, may also be delivered using self-directed methodologies such as online, distance or in the workplace.
- 2.5 A training and assessment strategy is information (usually a document) that describes the approach or method adopted by a registered training organisation for training and assessment designed to enable students to meet the requirements of a training product or accredited course.
- 2.6 Training package means the nationally endorsed document that records the competencies required by different occupations and industries and describes how these competencies may be packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework.
- 2.7 Training product means AQF qualification, skill set, unit of competency, accredited short course and module.
- 2.8 TAS means Training and Assessment Strategy.

- 2.9 An education agent refers to an entity (in or outside Australia) that
- i. Engages in any of the following activities in relation to a provider:
    - A. The recruitment of overseas students, or intending overseas students;
    - B. providing information, advice or assistance to overseas students, or intending overseas students, in relation to enrolment;
    - C. otherwise dealing with overseas students, or intending overseas students;and
  - ii. is not a permanent full-time or part-time officer or employee of the Institute.
- 2.10 Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.11 CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.12 ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.
- 2.13 National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.14 Prospective student/applicant/client refers to a person who intends to become, or who has taken any steps towards becoming, an 'overseas student' or 'intending overseas student' as defined by the *ESOS Act*.
- 2.15 DHA refers to the Department of Home Affairs.
- 2.16 OSHC refers to the Overseas Student Health Cover.
- 2.17 eCoE refers to the electronic Confirmation of Enrolment.
- 2.18 2025 Standards for RTOs refers to the *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*.

### 3. Policy

3.1 The Institute will ensure that where applications for change to scope are submitted, we meet the requirements of the relevant training package and ensure that we:

- i. Have training and assessment strategies consistent with the requirements of the relevant training package, and enable each student to meet the requirements for each unit of competency, with training structured to support students' progress, providing sufficient time for instruction, practice, feedback, and assessment.
- ii. Have sufficient trainers and assessors with the vocational competency and currency in the units of competency to be delivered and assessed, and current knowledge and skills in vocational training and training.
- iii. Have sufficient educational and support services to meet the needs of the students undertaking the training and assessment.
- iv. Have sufficient learning resources to enable students to meet the requirements for each unit of competency, accessible to students according to the planned delivery location or mode of delivery.
- v. Have assessment tools in support of each unit of competency that ensure assessment complies with the unit of competency assessment requirements and is conducted in accordance with the principles of assessment and the rules of evidence.
- vi. Have sufficient facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking the planned training and assessment.

3.2 **Industry demand for the training product.** Adding a training product to the scope of registration is an expensive and time-consuming undertaking. This process should not be commenced unless it has been verified that there is sufficient industry demand for the training product to justify the commitment of cost and time to prepare the entire delivery arrangements. The Chief Executive Officer should consider the cost-benefit of adding a training product to the scope in the context of the overall business

strategy and financial viability before authorising this work to commence.

- 3.3 **When to apply to add to the scope.** An application to add to the scope should only be submitted when all resource requirements to support the delivery of the training product have been confirmed as available and sufficient to meet the requirements of the relevant training package and planned delivery arrangements.
- 3.4 **Equivalent training products.** Where a training product already on the Institute's scope of registration is replaced and mapped as "equivalent", these training products are automatically added to the scope of registration. This usually happens soon after the replacement training product is released. No application to add to the scope is required in this circumstance. If the replacement training product is not mapped as equivalent, the Institute will need to submit an application to add the new training product to the scope. This should follow the normal add-to-scope process, and the Institute must take the time to understand the new training product requirements and adjust resourcing before an application is made.
- 3.5 **Accredited courses.** Training products that are accredited courses, including either a qualification or an accredited unit only, or skill set courses referred to as a "Course in", are usually privately owned by an individual, business entity, or, in some cases, by State or Federal government entities. A licence or evidence of permission from the course owner will be required to apply to add an accredited course to the scope of registration. The course owner's details are listed in the course information on the national training register. This licence or permission should be sought and obtained before commencing any work to add these courses to the scope of registration.
- 3.6 **Delivery of elective units.** Where a unit of competency is named in a qualification that is already on the Institute's scope of registration (Implicit Scope), the Institute is permitted to advertise and deliver these units of competency individually or as a local course which includes multiple units of competency drawn from the qualification. There is no need to add these units of competency to the scope of registration separately. However, where these units of competency have been superseded individually but are named in a current qualification, the Institute should not advertise or deliver superseded units of competency.

3.7 **Licencing.** Some training products are associated and linked with industry licences or other certifications. In these cases, the delivery of the training product is redundant without the necessary approval or authorisation linked to the relevant licence. The Institute must consider this early when it is considering adding a training product to the scope of registration. This should include investigating the requirements to be approved by the licensing or certification authority, the approval process and other requirements that may apply. These approval arrangements are handled separately from the national regulator, although where an application is being made to add a related training product to the scope of registration, the national regulator is likely to request evidence of our understanding and preparation to assist students in the relevant licensing pathway. The Institute must investigate these requirements early and engage with the licensing authority before commencing work on any addition to the application's scope.

3.8 **Risk Assessment.** Our scope of registration can be thought of as our licence to deliver. It is an asset and a liability. It is an asset because having the training product on our scope of registration allows us to offer these courses to meet the needs of our industry and students. It is a liability because we must maintain compliance with each training product's requirements, regardless of whether we are actively delivering these courses. It is also acknowledged that applying to change the scope of registration can trigger a regulatory audit or performance assessment by the national regulator. Each application will be risk-assessed by the regulator, and where the regulator believes the risk warrants further investigation, supporting evidence demonstrating our readiness will be requested. We must always assume that supporting evidence will be requested. When we apply to change our scope of registration, we declare that we are ready to deliver the training product. Following the guidance in this policy and procedure will ensure we can have confidence in these declarations and are always ready to demonstrate our compliance.

#### 4. Measures

| Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Person/s responsible |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>5.1. Add training products to scope of registration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
| <p>i. Identify the industry need and undertake a cost-benefit analysis to assess the viability of proceeding with the addition to the scope of the application. This should include consideration of the likely resource, facility, and equipment requirements to support the delivery of the training product, including the availability of competent, current trainers and assessors. A cost-benefit analysis should be completed, considering the cost of preparing and delivering the course compared with realistic estimates underpinned by market analysis of market size and potential revenue sources.</p> | Training Manager     |
| <p>ii. Investigate any licensing or certification requirements that may apply to the relevant training product being considered for the addition to the scope application. This should include engaging with licensing or certification authorities to determine how the proposed training will be delivered within the licensing pathway. This should also consider whether there are any mandatory requirements that must be met to submit an application for approval. These requirements may relate to time frames for registration, qualified personnel, access to mandatory equipment and curriculum, etc.</p> | Training Manager     |
| <p>iii. Undertake industry engagement in respect of the planned course delivery to identify any industry preferences regarding the selection of units of competency, integration of relevant industry standards, alignment with common workplace practices and incorporation of any relevant common industry equipment.</p>                                                                                                                                                                                                                                                                                          | Training Manager     |

| Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Person/s responsible |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>iv. Identify and analyse the proposed training product training package requirements to understand how these requirements will inform the development of the related training and assessment arrangements including the following:</p> <ul style="list-style-type: none"> <li>a) the qualification framework rules,</li> <li>b) the selection of units of competency,</li> <li>c) any mandatory entry requirements,</li> <li>d) any mandatory pre/co-requisites,</li> <li>e) performance evidence requirements,</li> <li>f) common knowledge evidence requirements,</li> <li>g) unit of competency assessment conditions,</li> <li>h) equipment, resource, facility requirements, and</li> <li>i) mandatory work placement requirements.</li> </ul> | Training Manager     |
| <p>v. Undertake an analysis of the target student to identify their existing worker status, expected pre-existing knowledge or skills, entry level to the planned training product, availability to participate in the training and assessment, motivation for undertaking the course, access to required technology and geographic location, student support requirements, likely access to required equipment and availability to commence the training. Update Change of Scope - Add to Scope Checklist.</p>                                                                                                                                                                                                                                        | Training Manager     |

| Steps |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Person/s responsible |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| vi.   | Consider the enrolment and delivery model of the planned course. This should include consideration of necessary unit sequencing to enable a logical learning sequence for students, identification of the preferred enrolment model, such as cohort or rolling enrolment, and identification of the delivery model with regard to the course being either synchronous (students working and progressing together) or asynchronous (students working and progressing individually). The enrolment and delivery model should be considered early, before any development on the course, as this can have a significant effect on the course design and development. | Training Manager     |
| vii.  | Develop a draft Training and Assessment Strategy in accordance with all of the research that been completed, taking into account the training package requirements, licensing, industry requirements and the enrolment and delivery model.                                                                                                                                                                                                                                                                                                                                                                                                                        | Training Manager     |
| viii. | Acquire the learning materials and assessment tools in support of the planned units of competency to be delivered. These may be acquired commercially from a resource supplier or developed internally. These learning materials and assessment tools should be validated to ensure they align with the requirements of the training package and customised according to the planned delivery model. A record of this validation and customisation should be retained.                                                                                                                                                                                            | Training Manager     |
| ix.   | Finalise the Training and Assessment Strategy in accordance with any findings or lessons that emerged from the validation and customisation of learning materials and assessment tools. This                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Training Manager     |

| Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Person/s responsible    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |
| <p>x. Develop or update the delivery site course schedule to incorporate the planned new courses to taking into account the planned commencement date, the use of training spaces, the number of students to be trained at any one time, the number of trainers available to support these student groups and the overlap with existing courses. A course schedule is a fundamental component of the operational plan for any delivery site to ensure the delivery of the planned courses at the delivery site is feasible.</p>                              | <p>Training Manager</p> |
| <p>xi. Recruit or identify suitable Trainers and Assessors. This should include verification of the nominated trainer's competency and industry currency/experience, according to the training products to be delivered, availability, engagement terms, and ongoing professional development. Please refer to the policy on Trainer Induction, Trainer competency and Trainer currency.</p>                                                                                                                                                                 | <p>Training Manager</p> |
| <p>xii. Identify and put in place student educational and support services. These services should complement or augment existing services and are informed by the analysis of the target student undertaken in an earlier step. The student support arrangements will usually relate to the unique situation that each target student group presents. This may include organising access to relevant equipment, IT support, access to remote learning material, LLN support, assistance with coordinating work placement, individual study support, etc.</p> | <p>Training Manager</p> |

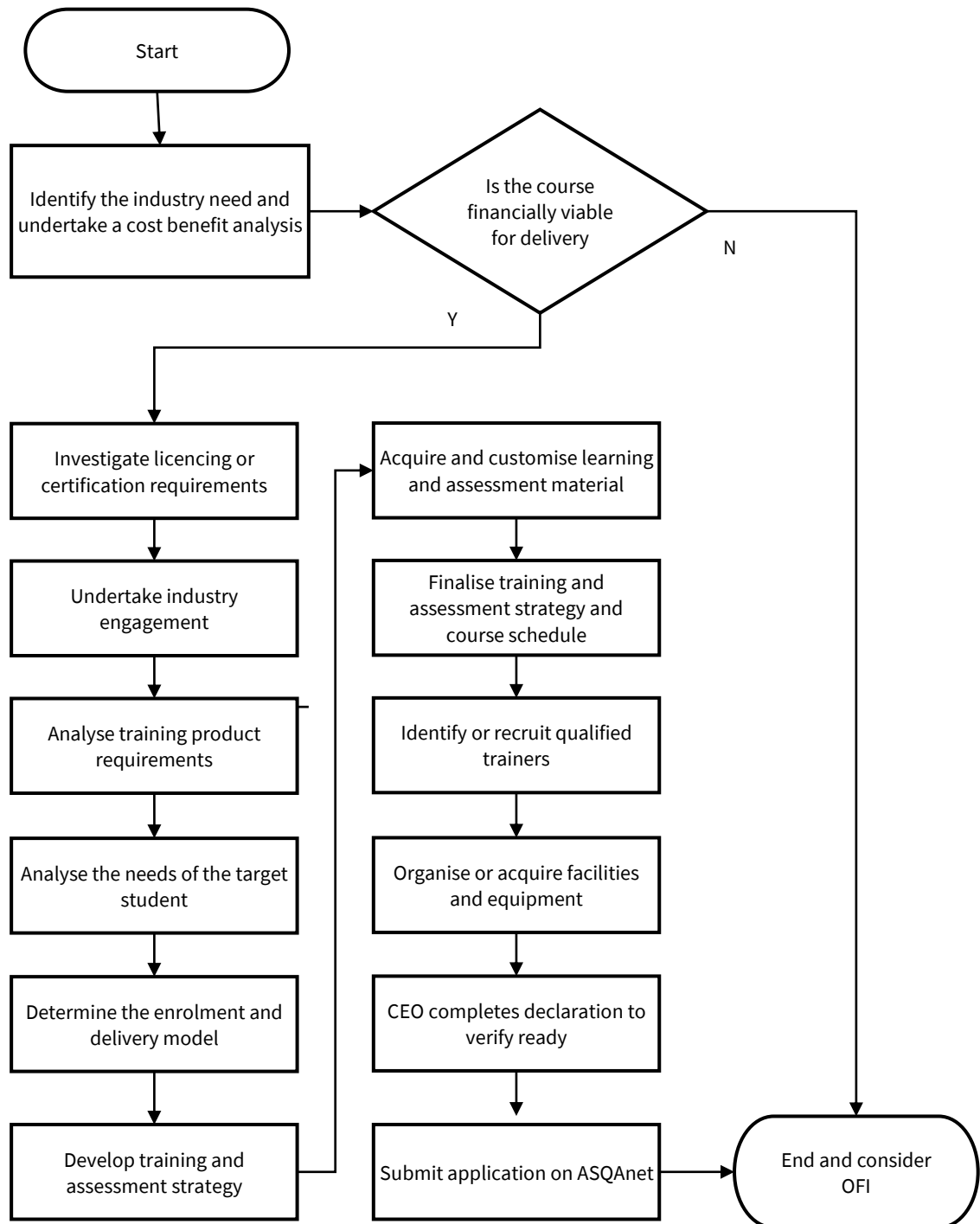
| <b>Steps</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Person/s responsible</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| xiii.        | Organise or acquire the facilities and equipment in support of the planned course. These facilities or equipment should complement the requirements of the training product consistent with the planned delivery arrangements and the number of students to be trained at any one time. This may include purchased premises; a current lease; a written agreement to rent a site pending registration; or plans to hire premises as required, and as appropriate to the training product and strategies for training and assessment.                                                            | Training Manager            |
| xiv.         | The Chief Executive Officer is to verify that all previous steps have been completed and if satisfied complete the Declaration by Chief Executive in support of the addition to scope application. Update Change of Scope - Add to Scope Checklist.                                                                                                                                                                                                                                                                                                                                             | CEO                         |
| xv.          | Submit the application on ASQAnet to apply for the addition to scope. This should include the following steps: <ul style="list-style-type: none"> <li>a) Login to ASQAnet</li> <li>b) Select VET/CRICOS applications from the Registration drop-down menu or Select Registration (New Application) from the home page.</li> <li>c) Select Application to add scope to RTO and/or CRICOS registration from the VET/CRICOS applications menu.</li> <li>d) Choose the scope items you would like to add from the drop-down list and use the arrows to navigate through the application.</li> </ul> | Training Manager            |

| Steps                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Person/s responsible               |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|                                                                 | <p>e) If you would like to add multiple items in the same application, select the + (plus) icon at the bottom of the form to add a new page.</p> <p>f) Upload the signed Declaration by Chief Executive and submit and pay for the application.</p>                                                                                                                                                                                                                                                                                             |                                    |
| xvi.                                                            | <p><b>Consider any Opportunities for Improvement to this process</b></p> <p>Consider the opportunities for improvement that may have emerged during this process and record these within a record of continuous improvement for consideration at a future management meeting. Update Change of Scope - Add to Scope Checklist.</p>                                                                                                                                                                                                              | <p>Training Manager</p> <p>CEO</p> |
| <b>5.2. Remove training products from scope of registration</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |
| i.                                                              | <p><b>Identify training products to be removed</b> from the scope of registration. Reasons for removing a training product from the scope of registration may include but not limited to, insufficient market interest or enrolment, unable to meet resourcing requirements such as having available competent and current trainers, excess to the business needs according to the operational and strategic direction of the business, loss of government funding or training subsidies making the delivery of the course not viable, etc.</p> | Training Manager                   |
| ii.                                                             | <p>Undertaken analysis of the related issues to removing the training product from the scope of registration. Relates issues</p>                                                                                                                                                                                                                                                                                                                                                                                                                | Training Manager                   |

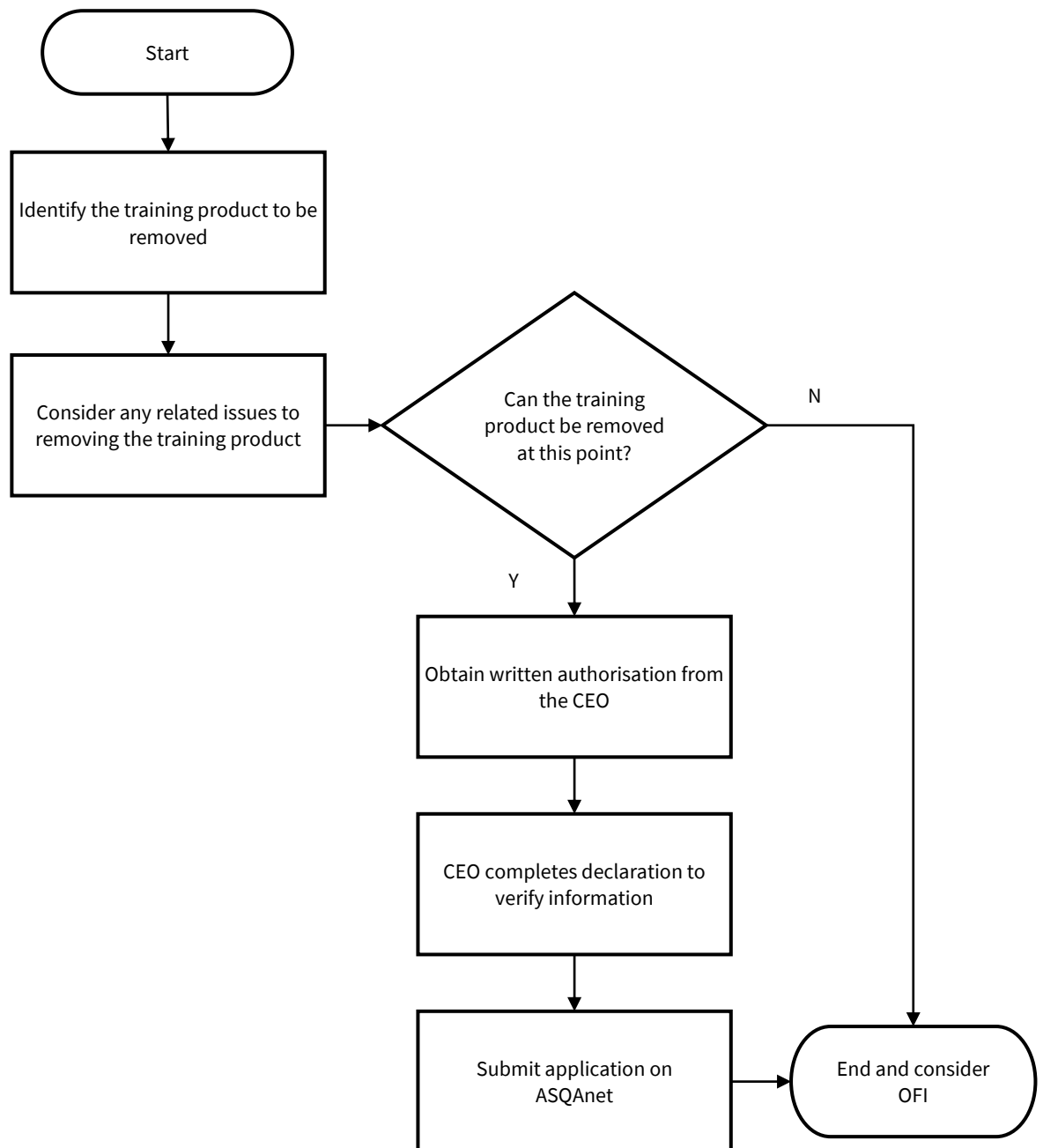
| Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Person/s responsible |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>may include the impact on students who are currently enrolled in the training product, funding or training subsidy schedules that need to be amended (if applicable), marketing that needs to be adjusted, resources or equipment that are no longer required and excess to the business needs, licences or authorisations that are no longer required and need to be closed, etc. A training product that still has students enrolled must not be removed until all students are either finished or their enrolment is ended with appropriate notice and care to ensure these students are not disadvantaged. The Institute will keep affected students informed and administered in accordance with the terms of their enrolment. Prepare a <i>Remove Training Product from Scope Form</i> with details of any related issues and pass this to the Chief Executive Officer for authorisation.</p> |                      |
| <p>iii. Obtain written authorisation from the Chief Executive Officer for the removal of training products from scope of registration. This authorisation should be recorded on the <i>Remove Training Product from Scope Form</i>. This authorisation should be retained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CEO                  |
| <p>iv. The Chief Executive Officer is to verify that all previous steps have been completed and if satisfied complete the Declaration by Chief Executive in support of the removal from scope application.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CEO                  |
| <p>v. Submit the application on ASQAnet to remove scope items. This should include the following steps:</p> <p style="padding-left: 40px;">a. Login to ASQAnet</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Training Manager     |

| Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Person/s responsible               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <ul style="list-style-type: none"> <li>b. Select VET/CRICOS applications from the Registration drop-down menu or Select Registration (New Application) from the home page.</li> <li>c. Select Update minor VET details and remove scope from the VET/CRICOS applications menu.</li> <li>d. Choose the scope items you would like to remove from the drop-down list and use the arrows to navigate through the application.</li> <li>e. If you would like to remove multiple items in the same application, select the + (plus) icon at the bottom of the form to add a new page.</li> <li>f. Upload the signed Declaration by Chief Executive and submit the application.</li> </ul> |                                    |
| <p>vi. <b>Consider any Opportunities for Improvement to this process</b></p> <p>Consider the opportunities for improvement that may have emerged during this process and record these within a record of continuous improvement for consideration at a future management meeting. Update Change of Scope – Remove from Scope Checklist.</p>                                                                                                                                                                                                                                                                                                                                          | <p>Training Manager</p> <p>CEO</p> |

## 5. Adding training products to the scope of registration flow chart



**6. Remove training products from the scope of registration flow chart**



## VERSION HISTORY

| Version Number | Date           | Summary of changes                                                                                                  |
|----------------|----------------|---------------------------------------------------------------------------------------------------------------------|
| 1.0            | September 2021 | New policy                                                                                                          |
| 2.0            | July 2025      | Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025). |
| 3.0            | December 2025  | Revised and updated to include the changes according to the ESOS 2000 Act.                                          |