

TRAINING PACKAGE TRANSITION 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"), and to students.
- 1.2 As industry requirements evolve, training products-including qualifications, courses, units of competency, and skill sets-are frequently updated, superseded, or discontinued through revisions to training packages. To meet the needs of both industry and students, the Institute must ensure that, where feasible, students are either transitioned to the updated version of the training product or supported to complete their current enrolment before the end of the transition period.
- 1.3 As a responsible Registered Training Organisation, the Institute implements strategies to deliver and assess the latest versions of training products.
- 1.4 The Institute establishes this policy, aiming to
- i. Support the Institute staff in managing the appropriate teach-out of superseded training products within the required timeframes.
 - ii. Ensure that effective transition arrangements are implemented, including timely notification and, where necessary, consultation with students.
 - iii. Confirm that all required materials and tools for newly endorsed training products added to the Institute's scope of registration are procured and made accessible to students and relevant staff.
 - iv. Ensure that all resource requirements are fulfilled for applications to add non-equivalent qualifications, units of competency, and short courses to the scope of registration.
- 1.5 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).

- 1.6 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.
- 1.7 This policy does not affect students' rights under the Australian Consumer Law.
- 1.8 The Institute reserves the right to amend these terms and conditions at any time.
- 1.9 This policy does not affect students' rights under the *Australian Consumer Law*.

2. Definitions

- 2.1 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.
- 2.2 Training product means AQF qualification, skill set, unit of competency, accredited short course and module.
- 2.3 Teach Out (Teach-out/Teachout) means the Institute may continue to enrol and deliver training in a superseded training package product until the 'no new enrolment' date shown on the transition notice. After that date, the Institute will complete the training of enrolled students as quickly as possible, or transfer them to the new training package product as appropriate.
- 2.4 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.
- 2.5 Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.6 CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.7 ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.
- 2.8 National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.9 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*.
- 2.10 DHA refers to the Department of Home Affairs.
- 2.11 OSHC refers to the Overseas Student Health Cover.
- 2.12 eCoE refers to the electronic Confirmation of Enrolment.
- 2.13 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 New training packages are published and released using the National Training Register (training.gov.au). It is the release date that sets the stage for subsequent transition arrangements, which are covered in this policy.

3.2 Training products on the Institute's scope of registration has been superseded

- i. Superseded qualifications will be removed from the Institute's scope of registration promptly following the expiration of the designated transition period.
- ii. Superseded and expired qualifications will not appear on www.training.gov.au.
- iii. The Institute does not enrol new students in superseded qualifications. All existing students enrolled in the superseded training product are to complete it, and the relevant AQF certification documentation is to be issued, or these students are to be transferred into the replacement training product, in a timely manner.
- iv. The Training Manager is responsible for analysing the transition options when a training product is superseded and guiding the CEO to decide whether to complete the student in the superseded training product or transfer the student's enrolment to the replacement training product.

3.3 AQF qualification is no longer current and has not been superseded (deleted)

- i. Where an AQF qualification is no longer current and has not been superseded (deleted), all students' training and assessment is completed, and the relevant AQF certification documentation is issued within a period of two (2) years from the date the AQF qualification was removed or deleted from the National Training Register.
- ii. This policy reflects the reality that there is no option to transfer the student to a revised training product. The best way we can serve the students is to encourage them to complete the qualification they are currently enrolled in within the planned timeframe of their current enrolment, and no longer than two years from the date the AQF qualification was removed or deleted. This will require clear communication with students affected to ensure they can meet the qualification requirements within the allowable timeframe.

3.4 Skill set, unit of competency, accredited short course or module is no longer current and has not been superseded

- i. 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 Training Register.

3.5 Transition Arrangements

- i. The Standards for RTOs 2015 require RTOs to manage their scope of registration to transition from superseded training packages within 12 months of their publication on the national register, to ensure that RTOs only deliver currently endorsed training packages and that students are not enrolled in qualifications that adversely affect their opportunities for employment or future study pathways.
- ii. During the transition period, students may remain enrolled in a superseded qualification only if it is reasonable to expect they will complete it before the transition period ends.
- iii. The Institute training manager is responsible for communicating with existing students in a timely manner about the training product changes, including the transition of superseded, deleted, or expired training products.
- iv. The date of publication on the new national register, training.gov.au, (for a training package, training package qualification, training package unit of competency or training package skill set) is the most recent 'Release date' as indicated in the 'Release history'.
- v. The Institute will continuously monitor its scope of registration to identify any impacts resulting from changes to a Training Package.
- vi. The national register offers a subscription service to notify stakeholders of updates to Training Packages or their components.

- vii. The Institute will subscribe to this service to ensure timely notification of any revisions.
- 3.6 Transition from old Training Package qualifications to new Training Package qualifications must be completed within 12 months from the date of publication on the new national register, training.gov.au (for a training package, training package qualification, training package unit of competency or training package skill set) is the most recent 'Release date' as indicated in the 'Release history'.
- 3.7 During the 12-month transition period, the Institute will review the status and progress of existing students to determine which students can complete their training during the transition. Students who cannot complete their training within the transition period will be transitioned to the new qualification with Credit Transfer for the competencies already achieved. For instance, any student partway through a course of study may be offered an assessment via Credit Transfer against the competencies of the new qualification.
- 3.8 Advise students and employers about the revised qualification and the requirement to complete training within the transition period or transition to the new qualification.
- 3.9 Ensure stakeholders are aware that the Institute cannot issue a qualification after the expiry of the 'teachout' period; therefore, students must complete their training or transition.
- 3.10 **Teach out arrangements:** Students who are enrolled in superseded qualifications partway through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is on the Institute's scope of registration. Students who choose not to transition to a new qualification are to be 'taught out' to the conclusion of their qualifications. To support this arrangement, the following business rules are to apply:

- i. The Institute may continue to deliver training and assessment services, and issue AQF Certificates, to current students of the superseded qualification for a period of one year from the date the replacement training product was released on the National Training Register.
 - ii. Students who have not completed a superseded qualification within 12 months from the date the replacement training product was released on the National Training Register must be immediately issued with a Statement of Attainment with any eligible units of competency and transferred to the new qualification.
 - iii. Except to replace an AQF Certificate previously issued by the RTO, an RTO must not issue an AQF certificate to a student for a qualification that was superseded more than 12 months before the date the replacement training product was released on the National Training Register. To be clear, once the qualification has dropped off the Institute's scope of registration, it is a breach of the NVR Act to issue a training product that is not on the RTO's scope. This is why it is critically important that all students who are being taught out must complete their enrolment well before the end of the transition date.
 - iv. Where a specific cohort of students is likely to be disadvantaged by the forced transition of a qualification within the 12-month timeframe, the National VET Regulator may make a determination that provides the Institute additional time to teach the student out. These determinations will be published by the National VET Regulator.
- 3.11 The Institute can apply to have a revised qualification added to its scope immediately following the Training Package release and publication on www.training.gov.au.
- 3.12 The Institute's CEO shall be responsible for ensuring this policy and procedure are followed, and all tasks are completed.

4. Steps and responsibilities

4.1 The procedures set out below will

- i. Assist the Institute in ensuring that all Training Packages are implemented correctly and within the designated timelines
- ii. Ensure that all qualifications listed on the Institute's scope of registration are supported by Training and Assessment Strategies, which will, in turn, facilitate the procurement of appropriate learning and assessment resources.

4.2 Standard procedure

- i. Log on to www.training.gov.au to obtain a copy of the Training Package, units of competency and accredited courses.
- ii. Log on to <https://www.vic.gov.au/victorian-training-package-purchasing-guides> to get a copy of the relevant Purchasing Guide
- iii. Contact the relevant Curriculum Maintenance Manager (if applicable).
- iv. Subscribe to the industry services newsletter and identify appropriate network meetings.
- v. Monitor the training support network for quarterly information on network meetings and updates.
- vi. Monitor the Training Packages at work for quarterly updates.
- vii. Participate in the consultation and review of the existing Training Package.
- viii. Upon release of the revised Training Package, assess transition arrangements as outlined in the purchasing guide.
- ix. Obtain the revised Training Package and assess improvements and changes required in line with the new Training Package requirements.
- x. Transition arrangements are put in place to minimise the need to run two versions of the Training Package and to give students access to the most up-to-date version.

4.3 **Transition process for training packages:** Monitoring updates

- i. Regularly monitor training package updates by registering on the national register, training.gov.au, to receive notifications about changes to training packages relevant to your scope.
- ii. Within five (5) working days of receiving a notification alert email from training.gov.au, inform all the Institute's staff via email that:
 - A. A training product on the Institute's Scope of Registration will be superseded.
 - B. A Transition Plan will be enacted.
 - C. The trainers will consider the Transition Plan at each team meeting during the transition period.

4.4 Transition process for training packages: Classification of changes

- i. Equivalent Products: If a training product is updated and classified as equivalent, it indicates the vocational outcome remains the same. Transition learners to the new version within 12 months.
- ii. Not Equivalent Products: If a product is classified as not equivalent, it produces a different vocational outcome. You must apply for the new product to be added to your scope of registration, as it is treated as a new qualification.
- iii. Deleted Products: When a qualification is deleted without a replacement, ensure that students currently enrolled complete their studies within one (1) year of the deletion date.

4.5 Transition process for training packages: Updating the scope of registration

- i. If a new version of a training product is released and it replaces an existing product on the Institute's scope of registration, the Institute will ensure that the new version is added to its scope. This will be done promptly to maintain compliance.
- ii. For products that are not equivalent, the Institute will apply to update its scope of registration, as these are treated as new qualifications requiring approval.

4.6 Transition process for training packages: Learner transition

- i. The Institute will plan and execute the transition of all current learners from the superseded to the new version within the 12-month allowable period. Ensure that all learning materials, assessments, and delivery are updated accordingly.
- ii. The Institute will communicate clearly about the changes and how they impact their training and certification within one (1) month of the development of the transition with
 - A. students
 - B. employers
 - C. other stakeholders

4.7 Documentation and compliance

- i. The Institute will maintain thorough documentation of all transitions, including decisions made regarding equivalency and the communication with learners.
- ii. The Institute will regularly review Clauses 1.26 and 1.27 of the Standards for RTOs to ensure full compliance with ASQA's requirements during the transition.
- iii. By following these steps, the Institute will effectively manage transitions in training packages, ensuring they remain compliant with ASQA standards and continue to deliver current, industry-relevant qualifications.

4.8 Update internal paperwork/system: The Institute shall update its internal paperwork/system with new titles, codes and descriptions of qualifications, courses and units, including

- i. All internal documents, policies & procedures, and any other relevant information.
- ii. Marketing materials.
- iii. Student management system

4.9 Staff Professional Development

- i. Program Coordinator to ensure relevant staff attend industry-based run workshop(s) if applicable.
- ii. Map current delivery staff qualifications to the revised Training Package.
- iii. Conduct professional development with trainers and assessors who will be delivering the revised Training Package.
- iv. Validate learning and assessment materials.

5. Steps and responsibilities

Monitor the status of training packages. The Training Manager and CEO is to monitor the status of training packages to remain aware of changes in the revised training package and how these might affect Innovative Institute of Australia scope of registration. The primary information source for monitoring the status of training packages is the National Training Register (training.gov.au).	Training Manager and CEO
Report changes. Changes to training packages are to be reported to the Management Team by completing a Continuous Improvement Report and added to the <i>Continuous Improvement Register</i>.	Training Manager and CEO
Analyse the changes and identify the best option for transition. In accordance with paragraph 3.1, the Training Manager is to undertake an analysis of the superseded and replacement training product to identify the best options for both the organisation and students to manage the transition pathway. This will need to consider a range of factors, including: – the equivalence of training products and how this will affect a student transitioning to the replacement training product and receiving credit transfer,	Training Manager and CEO

- the substantial changes that have occurred to the replacement training products where the training product is not equivalent and gap training and assessment may be required,
- the number of students who are impacted by the superseded training product and what stages of training they are currently at,
- any extension that has been issued by the National VET Regulator to the transition period,
- the need (or not) to apply to add the replacement training product to the Innovative Institute of Australia scope of registration and the time required to do this, and
- The likely timing for ceasing to take new enrolments in the superseded training product and opening enrolments for the replacement training product.

The Training Manager is to discuss the findings of this analysis and the options for transition with the CEO to identify a preferred option.

As a general guide to this analysis:

- Students who are enrolled in a training product which are superseded less than half way through a training program are to be offered and encouraged to transfer their enrolment to the new qualification once it is obtained on Innovative Institute of Australia scope of registration.
Note: This assumes that the training products are equivalent, and the student will receive full credit transfer for the units of competency already achieved.
- Where there are a lot of units of competency which are not equivalent, it may be more beneficial for the student to remain in the superseded

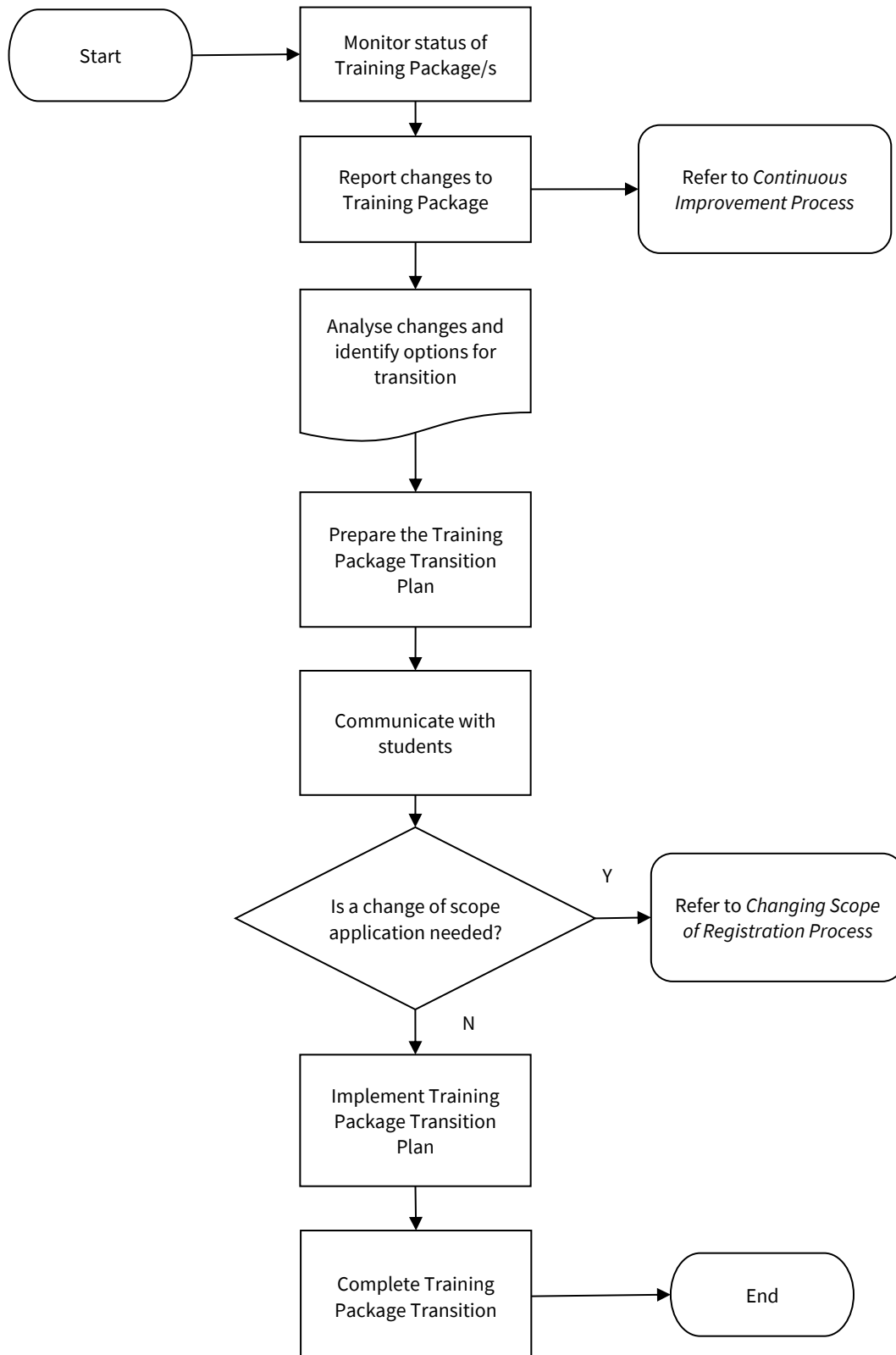
training product and complete this before the end of the transition period. – Where a student is close to the end of a training program, regardless of whether the units of competency are equivalent or not, it is desirable that the students simply complete the training product they are currently enrolled in.	
Prepare the Training Package Transition Plan. Once changes are confirmed and a preferred transition option is identified, the Training Manager is to complete the <i>Training Package Transition Planning Tool</i> to record the findings of the analysis and the action plan to address all necessary changes. The Training Manager will report on the <i>Training Package Transition Planning Tool</i> to the Management Team who will provide input on the actions to be taken and oversee the transition. Aspects of the operations that may be affected by training package transition include; training and assessment, marketing, business development, administration, compliance, resource development, student welfare, interaction with ASQA, etc. Attention to detail must be given to minor changes that may occur to unit codes and titles to ensure these are not missed during the transition process. <i>Equivalent training products</i> - Where the qualification or unit of competency is equivalent, these items will be automatically updated on the Innovative Institute of Australia's scope of registration. <i>Non-equivalent training products</i> - Where the items are not equivalent, the Innovative Institute of Australia must apply to have new training products added to its scope of registration by submitting an application to change RTO scope.	Management team, Training Manager

Communicate with students. The Training Manager is to prepare and issue written communication to all students who are impacted by the superseded training product and the need to transition. This communication is to firstly inform the student of what has occurred with regard to the training product in which they are enrolled, highlight any applicable dates and the options that students have in regard to either completing the current training product or transferring to the replacement training product. This will need to be guided with advice from Innovative Institute of Australia about the option that will give the students the best outcome and which is preferred. This communication may need to be tailored according to an individual student's status based on their current stage of progression in the current course. It may be the case that students enrolled in the same course may be recommended to take different options based on their stage progression. Students should be given the option to identify their preference and must be required to accept the Innovative Institute of Australia requirements of that preference which may include quite strict requirements regarding dates when training products need to be completed or requirements relating to attendance and progress. Students who are selecting to complete the training product they are currently enrolled in must be advised of the consequences if they do not complete the training product prior to the end date of the transition. Students should not be required to complete any form in regard to this preference but should be required to acknowledge and identify their preference in writing via email or other appropriate written communication method.	Training Manager and CEO
Implement the Training Package Transition Plan. The Training Manager is to oversee the implementation of the Training Package Transition Plan. This includes:	Training Manager

– Active monitoring of currently enrolled students to identify students at risk of not meeting the requirements of the transition and to implement supporting strategies. – Managing ongoing enrolments into the superseded training product and ceasing future enrolments when appropriate. – Overseeing the addition to scope application where this is required for the replacement training product (ref to PP1.15 - Changing Scope of Registration). – Providing a regular update on the status of the transition to the management meeting including the status of individual students were relevant and the progress of the addition of the new training product to the scope of registration.	
Complete the Training Package Transition. The Training Manager is to oversee the completion of the Training Package Transition. This includes: – Actively managing the administrative handling of remaining enrolments including ending current enrolments, issuing eligible AQF certificates, transferring students to new course where required. – Removing non-current and superseded training products from any marketing or course offering. – Updating the student management system to prevent any future enrolments into non-current and superseded training products. – Oversee the commencement of service offering and delivery of the replacement training product (ref to PP1.15 - Changing Scope of Registration).	Training Manager

Consider any Opportunities for Improvement to this process Consider the opportunities for improvement that may have emerged during the transition process and record these within a Continuous Improvement Report for consideration at a future management meeting. Refer to: PP4.7 - Continuous Improvement and PP4.3 - Management Meeting.	Training Manager CEO
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6. Training package transition process 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.