

Transition of Training Products Policy

POLICY CODE: CR 2.14

Related Compliance Section 14

Purpose

This policy ensures that training product transitions are managed in a timely and structured manner. It supports the delivery of up-to-date training and assessment services by outlining procedures to manage the enrolment, completion, and certification of students when training products are updated, superseded, or removed. The policy is designed to safeguard the quality and currency of student outcomes and maintain the integrity of certification.

Legislative Background

Compliance Requirements, Division 2 Integrity of Nationally Recognised Training Products – Transition of Training Products (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth).

Scope

This policy applies to the RTO Manager, Compliance Officer, Trainers/Assessors, and Student Administration staff responsible for managing the enrolment, transition, and certification of students affected by changes to training product status.

Policy Statement

At Australian College of Management and Innovation 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.

Australian College of Management and Innovation is committed to managing the transition of training products in a timely, structured, and compliant manner. The RTO ensures:

- No new enrolments occur in superseded, deleted, or expired training products beyond the approved transition periods.
- For superseded training products, no students stay enrolled more than 12 months after the replacement product is added to the National Register. All students must either:
 - Complete the training and assessment for the superseded product and are issued the AQF certification documentation; or
 - Be transitioned into the replacement training product within the 12-month period.
- For qualifications that are no longer current and not superseded, students must:
 - Complete the training and assessment as well as issued the AQF certification documentation within two (2) years of the date the qualification was removed or deleted from the National Register.
- For skill sets, units of competency, accredited short courses or modules that are no longer current and not superseded, students must:
 - Complete training and assessment as well as be issued the AQF certification documentation within one (1) year of the date the training product was removed or deleted from the National Register.
- No individual is permitted to commence training and assessment for a training product that has expired or been removed from the National Register.

- All transitions are planned and recorded, with timely communication to affected students and appropriate support to ensure they can meet their learning and certification goals within the transition period.

Document Control

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