



PP9 – Change of Scope Policy

1. Purpose

This policy outlines Austra College's commitment to managing scope changes in a way that ensures alignment with learner and industry needs, compliance with the Standards for RTOs 2025, and the delivery of quality outcomes across all new training products.

2. Scope

This policy applies to all changes to Austra College's scope of registration, including:

- ✚ Addition or removal of qualifications, skill sets, or units of competency
- ✚ Introduction of new delivery modes (e.g. online, workplace-based)
- ✚ Changes in training locations or use of third-party providers
- ✚ Training package upgrades or version transitions

3. Definitions

Term	Definition
Scope of Registration	The list of training products Austra College is approved to deliver by ASQA.
Change of Scope	A formal process to add, remove, or modify a training product within Austra College's registration.
Training and Assessment Strategy (TAS)	A documented strategy outlining how a qualification will be delivered and assessed.
Training Package Update	National changes to qualifications or units that impact structure, content, or assessment requirements.

4. Legislative Reference

- ✚ Standards for RTOs 2025 – Outcome Standards 1.1, 1.2, 1.3, 1.4
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ ASQA General Directions – Changes to Scope
- ✚ Training.gov.au – National Register and guidance for training product implementation

5. Policy Statement

Austra College ensures that any change to scope is managed systematically to maintain educational quality and compliance by:

- ✚ Consulting with industry to ensure the product is relevant and supported

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- ✚ Ensuring trainers/assessors meet vocational competency and currency requirements
- ✚ Ensuring sufficient, suitable, and contextualised resources are available
- ✚ Gaining formal approval from ASQA prior to delivery
- ✚ Ensuring staff, students, and third parties are informed of changes

6. Procedure – Step by Step

Step	Action	Responsible
1	Identify need for change (e.g. industry demand, employer request, national update, strategic direction)	CEO/ RTO Manager
2	Develop or update TAS and session plans for the new training product. As per PP1 – Training and Assessment Strategy Policy	Trainer
3	Create or source training and assessment resources aligned to the training package	Trainer/ RTO Manager
4	Confirm trainer/assessor qualifications, vocational competency, and current industry skills	RTO Manager
5	Prepare supporting documentation (evidence of consultation, trainer matrix, TAS, assessment tools)	RTO Manager
6	Conduct industry consultation regarding TAS, trainer expertise, and training and assessment resources	RTO Manager
7	Submit Change of Scope application via ASQAnet with supporting evidence and pay applicable fee	RTO Manager
8	Retain submission documents and ASQA correspondence in internal register	Admin Officer
9	Upon approval, update marketing materials, enrolment documents, website, and internal systems	Admin Officer
10	Conduct internal briefing or induction for relevant staff and update validation and review schedules	RTO Manager
11	Monitor initial implementation and review delivery and assessment feedback	Trainer/ RTO Manager

7. Compliance Indicators

Outcome Standard	Evidence of Compliance
1.1	Training is aligned with industry consultation, student needs, and delivery context

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Outcome Standard	Evidence of Compliance
1.2	Training and assessment resources and facilities are suitable and accessible
1.3	Strategies, practices, and documentation align with training product requirements
1.4	Delivery and assessment are reviewed, validated, and continuously improved post-implementation

8. Related Documents

- + TAS Template
- + Industry Consultation form
- + Qualification requirements-TGA
- + Trainer Matrix Template
- + ASQA Change of Scope Submission Checklist
- + ASQA Correspondence and Evidence Register
- + Assessment and Resource Mapping Tool
- + Continuous Improvement Register

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9. Flow chart

Change of Scope Process



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