



PP36 – Transition of Training Products Policy

1. Purpose

This policy outlines Austra College's commitment to ensuring compliance with the Standards for RTOs 2025 – Clause 14 and Outcome Standard 2.1(e), by managing transitions between superseded, deleted, or expired training products. Austra College ensures students are not disadvantaged and maintains compliance during course transitions.

2. Scope

This policy applies to:

- ✚ All training products on Austra College's current scope of registration.
- ✚ All VET students enrolled in affected training products.
- ✚ Relevant staff including trainers, assessors, administrative and compliance personnel.
- ✚ Any third-party partners delivering services on behalf of Austra College.

3. Definitions

Term	Definition
Superseded	A training product that has been replaced by a newer version.
Deleted/Expired	A training product that is no longer recognised or valid on the National Register.
Transition	The process of moving students from a superseded training product to a replacement training product.
Teach-out	Completing training and issuing certification for students currently enrolled in a superseded training product within the permitted time frame.
Training Product	An AQF qualification, skill set, unit of competency, accredited short course, or module.
TGA	Training.gov.au – the official national register of Austra College and training products.

4. Policy Statement

Austra College ensures that:

- ✚ No new enrolments occur in superseded training products after 12 months from the date a replacement training product is added to the National Register.

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- ✚ Students enrolled in superseded products must either complete and receive AQF certification within the transition period, or be transitioned into the new product promptly.
- ✚ For non-superseded qualifications that are deleted, students must complete the course and receive certification within two years of the removal date.
- ✚ For units, modules, or skill sets that are deleted, students must complete and receive certification within one year.
- ✚ No student will commence training or assessment in any training product that has expired, been removed, or deleted from the National Register.
- ✚ All transition decisions and activities will be formally planned, documented, and reviewed to maintain student outcomes and compliance.

5. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Monitor updates on training.gov.au and subscribe to ASQA alerts for training product changes.	RTO Manager
2	Confirm whether the training product is superseded, deleted, or expired, and note the transition and teach-out deadlines.	RTO Manager
3	Review Austra College's scope of registration, current TAS, marketing materials, and student enrolments for the affected product.	RTO Manager
4	Determine appropriate transition strategy: complete within teach-out period or transfer students to the replacement product.	RTO Manager/ CEO
5	Plan for transition using a transition planning checklist, hold meetings with trainers and admin staff to assign responsibilities.	RTO Manager
6	Apply for the new training product to be added to scope if not already approved.	RTO Manager
7	Update TAS documents, mapping tools, assessment plans, and RPL kits to align with the new product.	RTO Manager
8	Identify students affected by the change and determine personalised transition arrangements.	Admin Officer
9	Formally notify students of changes and provide advice on options and timelines.	Admin Officer/ Trainer
10	Update course brochures, marketing content, website, and enrolment forms to reflect the new product.	RTO Manager
11	Update SMS with new product codes, enrolment links, and delivery data.	Admin Officer
12	Process any required credit transfers and update student records accordingly.	Admin Officer

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13	Ensure trainers assigned to the new product meet all credential and industry currency requirements.	RTO Manager
14	Monitor progress of the transition plan and document milestones and outcomes in transition records.	RTO Manager
15	Archive all records of the transition process for audit purposes.	RTO Manager

6. Legislative and Regulatory References

- ✚ Standards for RTOs 2025 – Clause 14
- ✚ Outcome Standard 2.1(e)
- ✚ National Register (training.gov.au)
- ✚ ASQA General Directions on Transition and Teach-Out

7. Related Documents

- ✚ Training and Assessment Strategy (TAS)
- ✚ Student Enrolment Records
- ✚ Assessment Mapping Tools
- ✚ Credit Transfer Forms
- ✚ Trainer Matrix and Credential Files
- ✚ Student Communication Templates

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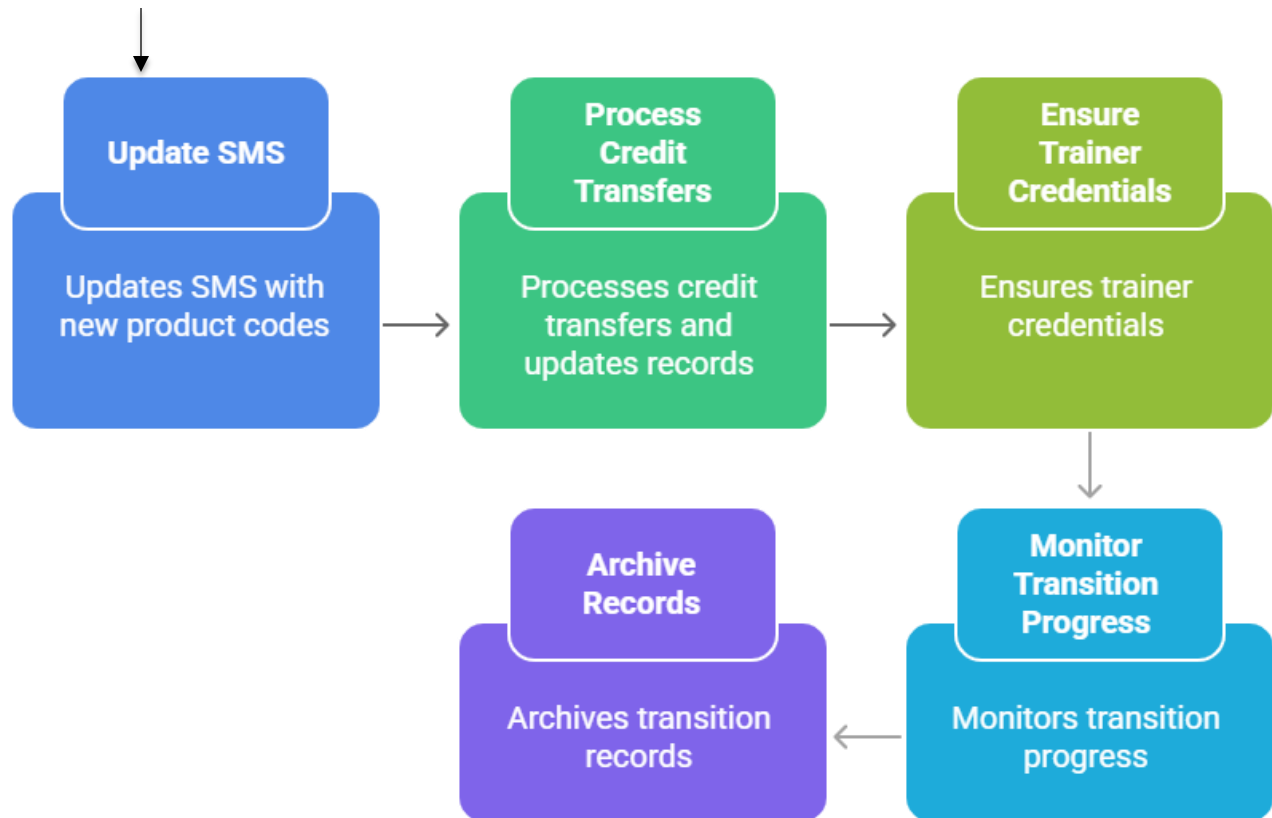


8. Flow chart

Training Product Transition Process



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