

TRANSITION OF QUALIFICATIONS POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) is committed to managing the transition of training products in accordance with the Standards for Registered Training Organisations (RTOs) 2025. This policy ensures the KOIC maintains a compliant scope of registration, provides current qualifications and transitions students in a manner that minimises disruption to their studies.

Purpose

This policy outlines KOIC's approach to managing training product transitions when qualifications or units are superseded, deleted, or discontinued. It ensures the effective and timely transition of students in response to changes to Training Packages or accredited courses, in accordance with Compliance Requirements – Division 2: Integrity of Nationally Recognised Training Products, paragraph 14.

This policy provides structured guidance to ensure KOIC complies with regulatory requirements concerning the timely transition of students between training products. It ensures clarity and consistency in the transition process, minimises disruption to students, safeguards their educational progression, and maintains compliance with current national standards. It ensures that all students are either completed or transitioned within mandated timeframes, that enrolments remain compliant, and that transition planning is systematic and transparent. By systematically managing training product transitions, KOIC maintains the quality and relevance of its educational services, ensuring students' qualifications remain industry-current and widely recognised.

Scope

This policy applies to students, trainers and assessors, administrative staff and compliance personnel responsible for the transition process and all training products on KOIC's scope of registration, including:

- Nationally Recognised Training (NRT) qualifications.
- Units of competency and skill sets.
- VET-accredited courses.

Policy Statement

Transition is where a training product has been superseded, removed or deleted from the National Register, with a set allowable timeframe within which the student's training, assessment, and AQF certification documentation issuance needs to be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.

Accredited training products are superseded when new content and training methods are required to equip students with skills relevant to current industry practice. When training products are superseded, KOIC has one year from the date that the new training product is released on the National Register to teach-out students enrolled in the superseded training product.

KOIC is committed to ensuring that all students are provided with timely, clear, and supportive transition procedures to ensure continuous and unhindered progress through their educational experience. KOIC will not commence training or assessment in any product that is no longer current on the National Register.

All students must be provided with clear information regarding any changes in their course due to updates in the Training Package or accredited course and given a timeframe to complete their training or transition to the updated

training.

KOIC ensures that:

- Training products are transitioned in accordance with regulatory requirements.
- Students enrolled in superseded qualifications are transitioned within the required timeframes.
- Students are not disadvantaged by transitions.
- No new enrolments occur in qualifications beyond their transition deadline.
- Transition decisions are documented and reviewed periodically.

KOIC adheres to the following transition periods:

Product Changes	Transition Period
New equivalent or not equivalent products	12 months from release on training.gov.au
Deleted products and expired courses	
Qualification Accredited course that is a qualification	24 months from the deletion / expiry date
Unit of competency Accredited course that results in a statement of attainment outcome	12 months from the deletion / expiry date

Definitions

Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training (VET) sector. ASQA ensures that registered training organisations (RTOs) comply with the Standards for RTOs 2015 and the National Vocational Education and Training Regulator Act 2011.
Deleted/Removed	A product that is no longer available for delivery or been replaced
Equivalent	Training product deemed equivalent by the national regulator, permitting automatic transition without reassessment of delivery and assessment strategies.
Qualification	A certificate or statement of attainment awarded upon successful completion of a course or unit(s).
Statement of Attainment (SoA)	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Superseded	A training product that has been replaced by a new version, which may or may not be equivalent.
Training Package	A set of nationally endorsed standards, qualifications, and guidelines for training and assessment within an industry.
Transition	The process of moving from a superseded or expired qualification to a new one, ensuring compliance with regulatory standards.
Transition Period	The period between the date a qualification or unit is superseded and the deadline for transitioning students into the replacement training product.
Unit of Competency (UoC)	Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.
Validation	A systematic approach to reviewing assessment tools to meet industry and training package requirements.

Regulatory and Legislative Requirements

- ASQA's General Direction – How to Transition
- ESOS National Code; Standards 2, 6 & 8
- National Register (training.gov.au)
- National Vocational Education and Training Regulator Act 2011
- Standards for RTOs 2025; Quality Area 2 – VET Student Support, Outcome Standard 2.1 and Compliance Requirements – Division 2, Paragraph 14

Transition of Qualifications Procedure

The transition process is reviewed by the CEO to ensure quality outcomes and uninterrupted training and assessment delivery. Teach-out arrangements are only permitted where students can complete the superseded product within the transition period. No new enrolments are permitted into superseded, deleted or expired training products beyond their allowable transition timeframe.

1. Qualification Requirements

KOIC's Compliance Officer monitors training.gov.au and ASQA notifications on a regular basis and keeps up to date with KOIC's scope of registration, ensuring all new and updated qualification releases are identified. Upon identification, the Compliance Officer initiates a structured transition process. This includes verifying the equivalency status of the product, updating the Training and Assessment Strategy (TAS), and preparing a transition plan that outlines key dates, responsibilities, and communication strategies. Changes are discussed in monthly compliance meetings.

KOIC will:

- Establish which qualification are required on KOIC's scope of registration.
- Complete a Training and Assessment Strategy for each of the new qualifications/courses/units.
- Map current training and assessment materials to revised qualifications.
- Obtain new training and assessment materials for revised qualifications where gaps have been identified and map teaching and assessment materials to the revised qualification.
- Identify the required process for adding the course to KOIC's scope of registration if not granted automatically by ASQA.

2. Placing New Qualifications on KOIC's Scope of Registration

KOIC will identify a timeline for a new qualification to be placed into KOIC's scope of registration.

Ensure all learning materials, assessments and trainers have been sourced for the new qualification.

Initiate the process for the new qualification to be implemented including Training and Assessment Strategies that can be implemented.

The CEO submits an application via ASQAnet (if required) to add the new qualification if not automatically added by ASQA. Scope updates are documented in **KOIC's Compliance Register**.

3. Transition of Superseded Qualifications

KOIC will follow the procedures for 'Transition' as outlined in [ASQA's General Direction – How To Transition](#). Students who will not complete the superseded qualification during the timeframe will be transferred to the new qualification

as soon as practicable.

KOIC's Compliance Officer develops a Transition Action Plan which includes:

- Affected courses and units
- Enrolled students and completion timelines.
- Updates required for learning and assessment materials.
- Industry consultation for curriculum updates.
- Updates to Training and Assessment Strategy (TAS)

4. Equivalent Products

Where the replacement product is deemed equivalent, KOIC amends its TAS, mapping documentation, and learning resources to align with the new product. If the product is not equivalent or deleted, students are assessed for their ability to complete the existing course within the designated transition period. Where this is not possible, a transition strategy is implemented to move affected students into the new qualification or unit.

5. Student Transition and Communication

All students and relevant staff are notified of the changes in writing within twenty (20) business days of KOIC becoming aware of the change. Where students will be transitioned, they are provided with advice regarding credit transfer, recognition of prior learning, and any changes to training schedules or assessments.

Students are offered two options:

- i. Complete the current qualification within the teach out period.
- ii. Transition to the new qualification if beneficial and feasible.

Affected students must confirm their choice in writing. KOIC will provide academic support during the transition.

Where transitions impact CoE (Confirmation of Enrolment) or visa obligations, KOIC will provide students advice and assistance to meet their compliance requirements and offer individual support for affected students, including guidance on progression, recognition of prior learning, and articulation pathways. KOIC will ensure that no overseas students are disadvantaged by late transitions or changes not clearly communicated at the point of enrolment.

6. Update Training and Assessment Materials

The Director of Studies (DoS) VET ensures updated materials align with new training package requirements. Industry consultation is conducted to validate changes.

All updates are reviewed as part of *KOIC's Continuous Improvement Policy and Procedure*.

7. Recordkeeping Requirement

Documentation including the transition plan, version-controlled TAS, student communications, updated enrolment records, and training materials are retained as evidence of compliance.

KOIC will keep transition compliance records for a minimum of 2 years after the training product has been removed from scope or delivery has ceased.

8. Staff Training and Development

Trainers and assessors are briefed on changes and training is provided where assessment or delivery methods

change. Professional development workshops are also conducted to ensure compliance with revised qualifications.

9. Finalisation and Audit

The Compliance Officer conducts an internal audit to ensure compliance.

Procedure Summary Table

Step/ Action	Action	Responsible	Timeframe
1. Monitor National Training Register for product changes	Compliance Officer	Weekly	training.gov.au Monitoring Log
2. Confirm status (equivalent, not equivalent, deleted) and check transition deadline	Compliance Officer	Within 5 business days	Transition Register
3. Develop a Transition Plan and update TAS, mapping, and resource alignment	Compliance Officer	Within 10 business days	Transition Plan Template, TAS Template
4. Notify CEO for approval and implementation of plan	Compliance Officer	Immediately upon finalisation	Email Record, Approval Register
5. Communicate changes to students and staff in writing	Student Services Officer (SSO)	Within 20 business days of notice	Student Email Template, Staff Memo Template
6. Implement credit transfer, RPL or revised enrolment plans	Trainers/Assessors	Within 30 business days	Credit Transfer Form, RPL Kit, Enrolment Update Form
7. Cease all new enrolments into superseded or deleted products	Student Services	Immediately after transition notice	Enrolment System Records
8. Finalise teach-out strategy for students able to complete in time	Trainers/Compliance Officer	As needed	Teach-Out Approval Form, TAS Addendum
9. Archive all records as evidence of compliance	Compliance Officer	Within 10 days post-transition	Compliance Record Checklist

Roles and Responsibilities

Role	Responsibility
CEO	Approves scope changes and transition strategies.
Compliance Officer	Monitors transition updates and manages the transition process.
Director of Studies (DoS) VET	Ensures updated training and assessment materials.
Trainers and Assessors VET	Implement training updates and transition students.
Student Services Officer (SSO)	Communicates transition changes with students.

Policy Implementation

This policy will be made available to all staff members and stakeholders through the internal communication channels, the website and in the Student Handbook.

Monitoring and Review

KOIC's Transition of Qualifications policy is reviewed every two years, or sooner if required, to ensure compliance with evolving standards and practices. Updates and continuous improvements of transition processes are informed by feedback and stakeholder input. Feedback will be collated and analysed and discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Feb 2025	New policy for KOIC	CEO	March 2025	Compliance Officer	Feb 2026
V2.0	Jun 2025	Updated in line with new Standards for RTOs 2025	CEO	11 July 2025	Compliance Officer	July 2027
V2.1	Apr 2026	Re-brand of policy to KOIC	CEO	1 Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

Author:	Compliance Officer
Policy owner:	Compliance Officer
Approved by:	CEO
Approved date:	1 Apr 2026
Status:	Approved
Next review due:	April 2028