



TRANSITION OF QUALIFICATIONS POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to managing the transition of training products in accordance with the Standards for Registered Training Organisations (RTOs) 2015. This policy ensures the AAC 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This policy outlines AAC's approach to managing transitions when training products are superseded, deleted or discontinued. This policy ensures:

- Compliance with ASQA's scope of registration.
- Clear communication with students, trainers and assessors, and industry stakeholders.

Scope

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

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

Policy Statement

AAC 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- Students enrolled in superseded qualifications are transitioned within the required timeframes.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.

AAC 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
Unit of competency Accredited course that results in a statement of attainment outcome	12 months



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.
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Superseded	A training product that has been replaced by a new version, which may or may not be equivalent.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.

References

- ASQA's General Direction – How To Transition
- Standards for RTOs 2015; Specifically, Standard 1.26 and 1.27

Related AAC Policies and Procedures

- Continuous Improvement Policy and Procedure
- Quality Assurance and Risk Management Policy and Procedure
- Trainers and Assessors (VET) Policy and Procedure
- Training and Assessment Strategy Policy and Procedure
- VET Assessment Validation Policy and Procedure
- VET Training and Assessment Policy and Procedure

Transition of Qualifications Procedure

1. Qualification Requirements

AAC's Compliance Officer monitors training.gov.au and ASQA notifications on a regular basis and keeps up to date with AAC's scope of registration, ensuring all new and updated qualification releases are identified. Changes are discussed in monthly compliance meetings.

AAC will:

- Establish which qualification are required on AAC'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 AAC's scope of registration if not granted automatically by ASQA.

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

AAC will identify a timeline for a new qualification to be placed into AAC'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 **AAC's Compliance Register**.

3. Transition of Superseded Qualifications

AAC 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.

AAC'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. Student Transition and Communication

Students enrolled in superseded qualifications are notified with thirty (30) calendar days.

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. AAC will provide academic support during the transition.

5. 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 AAC's *Continuous Improvement Policy and Procedure*.

6. 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.



7. Finalisation and Audit

The Compliance Officer conducts an internal audit to ensure compliance.

Roles and Responsibilities

Role	Responsibility
CEO	Approves scope changes and transition strategies.
Compliance Officer	Monitors transition updates and manages the 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.

Monitoring and Review

AAC's Transition of Qualifications policy is reviewed annually to ensure compliance with evolving standards and practices. Updates and continuous improvements of transition processes are informed by feedback and stakeholder input.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Feb 2025	New policy for AAC				Feb 2026

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