



## TRANSITION POLICY

### RELEVANT STANDARD(S):

*National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 – Clause 14. Transition of training products*

*National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standard 2.1e*

### PURPOSE

Integrity RTO Solutions is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs) 2025. This policy provides the framework and general principles for Integrity RTO Solutions's transitioning of superseded, expired, and removed training products to ensure it only delivers currently endorsed Training Products or current VET accredited courses.

### SCOPE

Integrity RTO Solutions is committed to ensuring VET students have access to and are able to attain qualifications that most closely represent the current skill needs of industry. It ensures that it has effective and efficient practices in place to:

1. monitor currency of training products;
2. maintain currency of its scope of registration;
3. transition VET students from superseded and removed training products;
4. prevent enrolment in expired or removed training products.

### POLICY PRINCIPLES

#### Industry Currency

An AQF Qualification or VET accredited course being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Integrity RTO Solutions's Training Manager is responsible to monitor the currency of the training products and maintain the currency of Integrity RTO Solutions's scope of registration. Monitoring will be done as often as practicable.

To support this process, the Training Manager must subscribe, at the minimum, to notifications from training.gov.au (following the steps here: <https://training.gov.au/support/subscribing-notifications-changes-nrt-or-rto>), and the training package developer's newsletter, to stay informed about potential changes to and/or the currency of the training products under their scope of registration.

#### Updating Training Products

Once a training product has been superseded, Integrity RTO Solutions will liaise with relevant industry bodies and develop products according to the training product requirements.



VET students transitioning to current training products will be provided with updated learning resources, including:

- Revised learning materials
- Updated assessment tools

### **Information to VET students**

Where a training product on Integrity RTO Solutions's scope of registration is superseded, no longer current, or deleted, the VET students will be informed as soon as possible. The information forwarded to the VET student must include:

1. that the training product they are currently enrolled in is superseded / no longer current / deleted;
2. the transition process including relevant timeframes;
3. the implications of the transition; and
4. available options for VET students and the implications for choosing such options.

### **Transitioning VET students**

#### **1. Superseded Training Products**

- If a training product is superseded, VET students must either:
  - Complete their training in a 'timely manner' reviewed on a case-by-case basis\*, OR
  - Be transitioned into the replacement qualification.

\*Jobs and Skills Councils (JSCs) have the ability to recommend adjustments to VET regulators by exception based on stakeholder consultation, for example to recommend set end-date for delivery of a particular training product to existing VET students where required to address safety risks or licensing implications.

#### **2. Training Products That Have Been Removed or Deleted**

- If a skill set, unit, accredited short course, or module is removed or deleted without a replacement, VET students must:
  - Complete their training and assessment within one (1) year from the date of removal.
  - Receive their AQF certification documentation within this timeframe.
- If an AQF qualification is removed or deleted without a replacement, VET students must:
  - Complete their training and assessment within two (2) years from the removal date.
  - Receive their AQF certification documentation within this timeframe.



**No new enrolments will be accepted in training products that have been removed or deleted from the National Register.**

### **Prohibited Enrolments in Expired Training Products**

1. Integrity RTO Solutions will not enrol new VET students in training products that have expired, been removed, or deleted from the National Register.
2. Marketing and enrolment materials must be updated immediately to reflect these changes.

### **Changes to Scope of Registration**

#### **1. Superseded Training Products**

- If the Jobs and Skills Council (JSC) determines a new product is equivalent, Integrity RTO Solutions's scope is updated automatically.
- If the replacement product is not equivalent, Integrity RTO Solutions must:
  - Apply for scope addition before enrolling VET students.
  - Receive approval before transitioning VET students.

After one (1) year, the VET Regulator will remove the superseded training product from Integrity RTO Solutions's scope, after which:

- No enrolments or training in the superseded product can occur.
- All existing VET students' training and assessment is completed and the relevant AQF certification documentation is issued, or VET students are transferred into the replacement training product, in a timely manner.

#### **2. Deleted or Removed Training Products**

- If a qualification is deleted or removed without replacement, VET students will be consulted on alternative pathways.
- Two (2) years after removal, the VET Regulator will remove the qualification from scope.
- If a skill set, unit, short course, or module is removed without replacement, VET students must complete training within one (1) year. After this period, Integrity RTO Solutions must:
  - Cease all enrolments and training in the removed product.
  - Cease issuing Statements of Attainment (except reprints).



## **MONITORING AND IMPROVEMENT**

The Training Manager of Integrity RTO Solutions is responsible for ensuring all transition requirements are met, including:

1. Monitoring the status of training products on the National Register.
2. Ensuring all VET students in non-superseded but removed training products complete training within one year.
3. Ensuring no new VET students are enrolled in expired or removed training products.
4. Updating scope of registration and advising staff on required changes

All transition practices are monitored by the Training Manager of Integrity RTO Solutions. Areas for improvement are identified and acted upon based on the Continuous Improvement Process.



## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
3/07/2025	Document creation	Integrity RTO Solutions	v. 1.0	16/06/2025	15/06/2026

## RTO INFORMATION

RTO INFORMATION	
Document Name	Transition Policy v1.0
RTO/Company Name	Integrity RTO Solutions
ABN	67 669 731 659
RTO Code	#46406
Phone	04 0065 7381
Email	ceo@integrityrtosolutions.com.au
Manager	Training Manager
Website	www.integrityrtosolutions.com.au
Address	463 Upper Brookfield Rd, Upper Brookfield QLD 4069