



Transition Policy and Procedure

Purpose

The purpose of this policy is to outline Sydney International Business College's strategies in effectively managing transition in a systematic manner.

The policy and procedures align with the requirements set out in clause 2.1 of RTO Outcome Standards 2025 and clause 14 of RTO Compliance Standard 2025.

Scope

This policy applies to all training products within the college's scope of registration.

Definitions

College	Sydney International Business College
National Register	Training.gov.au https://training.gov.au/ The official national register of information on vocational education and training (VET) in Australia.
Training Product	An Australian Qualifications Framework (AQF) qualification, skill set, unit of competency, accredited short course or module.
CoE	Confirmation of enrolment
Relevant AQF Certification	Full qualification or statement of attainment
Student Management System	Axcelerate
VET Regulator	ASQA

Policy

The college will ensure that:

- It transitions from a superseded training product to a replacement training product within a period of one year from the date the replacement training product was released on the National Register. This includes ensuring all learners' training and assessment is completed and the relevant AQF certification documentation is issued **OR** transferring learners into a replacement training product within a 12-month period.
- No individuals are enrolled in the superseded training product from the period commencing one year from the date the replacement training product was included on the National Register.
- Where an AQF qualification is deleted and there is no replacement training product, all learners' training and assessment is completed and the relevant AQF certification documentation is issued within a period of two years from the date it was removed/deleted from the National Register.
- Where a skill set, unit of competency, accredited short course or module is deleted and there is no replacement training product, all learners' training and assessment is



completed and the relevant AQF certification documentation is issued within a period of one year from the date it was removed/deleted from the National Register.

- The above timeframes are not applicable if the new transition due date is approved by the VET Regulator. For more information for transition extensions, go to this link <https://www.asqa.gov.au/rto/change-rto-scope/when-training-products-change/training-products-current-transition-extensions>
- There is no enrolment of new learners in a training product that has been deleted or removed from the National Register.
- It will deliver a superseded unit of competency if the training package (packaging rules) still requires it.

Procedure

Transition Preparation	Responsible Person
1. Subscribe to the National Register to keep up to date with relevant changes.	Academic Manager
2. Review the National Register to identify the status between superseded and replacement training product. • <i>If equivalent = the replacement training product is automatically added in the college's scope.</i> • <i>If non-equivalent = an addition to scope is required.</i>	
3. Identify the changes between these two training products, which may include: • Changed qualification code and title • Changed of training product currency (e.g. <i>from release 1 to release 2</i>) • Revised packaging rules (e.g. the allocation of core and elective units) • Revised unit of competency • Revised pre-requisite or co-requisite • Revised entry requirements • Revised assessment guidelines Please note the above list is not exhaustive.	
4. Map the superseded training product to replacement training product on a unit level to identify the status (whether equivalent or otherwise) and the extent of changes.	

Transition Resources (Replacement Training Product)	Responsible Person
1. Complete a training and assessment strategy (TAS) for the replacement training product.	



2. Analyse each unit of competency within the TAS to determine resources required (including physical, equipment, training and assessment resources).	Academic Manager
3. Make necessary changes to training and assessment materials to reflect the requirements of replacement training product (on a unit level). Alternatively, purchase new materials and contextualise according to the needs of industry and learners.	
4. Update the files of relevant trainers/assessors to align with the requirements of replacement training product. <i>Refer to Trainer and Assessor Policy and Procedure.</i>	
5. Determine if additional training is required to fill the gaps of trainers/assessors' vocational competencies and industry currency, in line with the requirements of replacement training product (e.g. <i>conducting professional development, mentoring or coaching in the workplace to fill skill gaps etc</i>)	
6. Procure physical resources and/or equipment required for each unit of competency.	
7. Determine any additional educational and support services required to support learners based on the requirements of the replacement training product.	
8. Conduct an industry engagement and integrate the feedback into the training and assessment strategy (TAS). Adjust any resources as required.	

Scope Addition	Responsible Person
1. Ensure the following resources are ready prior to lodgment: • Training and Assessment Strategy (TAS) • Trainer and assessor • Educational and support services • Training and assessment resources • Facilities, equipment and/or physical resources • AVETMISS compliant student management system.	Academic Manager
2. Prepare a CRICOS Timetable for the replacement training product.	
3. Lodge the application via ASQA Net	
4. Inform relevant staff members of the approval from ASQA.	

Document Update	Responsible Person
1. Update the marketing materials in accordance with the <i>Marketing Information and Practices Policy and Procedure.</i>	



2. Update enrolment related documentation (e.g. Axcelerate, AQF certification documentation, enrolment form and other relevant forms) to reflect the requirements and/or information in the replacement training product.	CEO/PEO (or delegated person)
3. Update an Assessment Validation Schedule to include replacement training product.	

Learner Transition	Responsible Person
1. Review progress of affected learners when the transition occurs.	Academic Manager
2. Determine if affected learners can complete their course within the transition timeframe or transition them to a replacement training product.	
3. Notify the learner of the transition via email, which will include: - The due date of the transition - Options available (e.g. to complete the superseded course within allowable timeframe, fast track where possible, transition to replacement training product) - Meeting arrangement if further clarification is required SIBC works collaboratively with learners to achieve a decision in their best interest, taking into account factors such as visa status, employment preferences etc.	
4. Arrange a meeting with the learner to clarify any questions when required.	
5. Complete the following if the learner agrees to transfer to the replacement training product: - Issue a new CoE. - Prepare a new Letter of Offer and Written Agreement and sign it by the learner to indicate acceptance. - Enroll the learner into the Student Management System - Issue relevant AQF certification documentation within 30 days from the learner exiting the superseded training product.	
6. Ensure all affected learners who intend to complete the superseded training product, complete it within 12 months (or within the timeframe approved by the VET Regulator) and relevant AQF certification is issued within the allowable timeframes.	
7. Remove the superseded training product via ASQANet if all learners have transitioned to a replacement training product before the transition due date. Ensure no active student/s in the superseded training product upon removal.	

Deleted / Removed Training Product	Responsible Person
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1. Notify the learner via email, which will include: - The due dates of the transition (2 years when the full qualification is deleted and not superseded & 1 year when skill set, unit of competency, module are deleted and not superseded) - Options available (e.g. <i>transferring to a similar training product that closely matches to what the learner's goals and aspirations, fast track etc</i>) - Meeting arrangement if further clarification is required SIBC works collaboratively with learners to achieve a decision in their best interest, taking into account factors such as visa status, employment preferences etc.	Academic Manager
2. Arrange a meeting with the learner to clarify any questions when required.	
3. Ensure all affected learners can complete their training product within the allowable timeframes as above (or within the timeframe approved by the VET Regulator)	
4. Issue the relevant AQF certification documentation within the allowable timeframes as above (or within the timeframe approved by the VET Regulator)	
5. Ensure no learner is enrolled when the training product has been removed or deleted from the National Register	

Exception	Responsible Person
1. Deliver the superseded unit of competency when the training product (packaging rules) still requires it.	Academic Manager

Related Documentation

- N/A

Document Control

Policy Owner:	Sydney International Business College
Endorsed By:	CEO/PEO
Person Responsible for Implementation:	Academic Manager
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