

# Transition of Training Packages Policy



## 1. Purpose

VEG Education is committed to delivering quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs) 2025. This policy ensures the efficient and timely transition of training products within our scope of registration to meet current industry skill needs and regulatory requirements.

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## 2. Policy Statement

VEG Education strives to ensure that learners access qualifications aligned with the latest industry standards by:

- Monitoring currency and availability of training products on the National Register.
  - Maintaining an up-to-date scope of registration.
  - Effectively managing transitions between superseded and replacement training products.
  - Facilitating client transfers to updated qualifications or accredited courses as necessary.
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## 3. Definitions

- **AQF Certification Documentation:** Official documents confirming issuance of AQF qualifications or statements of attainment.
- **AQF Qualification:** Qualification type endorsed in a training package or accredited in a VET accredited course.
- **National Register:** The official register of training products maintained by the VET Regulator under the National Vocational Education and Training Regulator Act 2011.
- **Scope of Registration:** The approved list of training products an RTO is authorised to deliver and assess.
- **Statement of Attainment:** Document issued confirming completion of specified units or accredited courses.
- **Training Package:** Industry endorsed components including units, assessment requirements, qualifications, and credit arrangements required for compliance with RTO Standards.
- **Training Product:** Includes AQF qualifications, skill sets, units of competency, accredited short courses, and modules.
- **VET Regulator:** The National VET Regulator or relevant State body responsible for training product registration and compliance.

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## 4. Policy Principles

### 4.1 Industry Currency of Qualifications

- The discontinuation or supersession of an AQF qualification or accredited course indicates an industry update signifying that the prior product is no longer current or best practice.

### 4.2 Client Transition Requirements

Superseded Training Products:

- Clients must complete training and be issued certification, or be transferred to the replacement qualification, within one (1) year from the replacement's listing on the National Register. Clients completing training within this period need not transfer.

Deleted or Removed Qualifications:

- Training and certification for qualifications removed without replacement must be completed within two (2) years of removal from the National Register. No new enrolments are permitted post-removal.

Deleted or Removed Skill Sets, Units, or Modules:

- These must be completed and certified within one (1) year following removal. New enrolments are prohibited after removal.

Secondary Training Packages:

- Requirements for superseded units retained in secondary training packages remain exempt from the above transition timeframes.

### 4.3 Scope of Registration Changes

- Replacement training products deemed equivalent by the Industry Reference Committee (IRC) are added automatically to the scope by the VET Regulator.
- Non-equivalent replacements require prior application and approval before enrolments transfer.
- Superseded products are removed from scope one (1) year post-supersession; training and certification of the superseded product must cease accordingly.
- Deleted products are removed from scope two (2) years after removal from the National Register, with no further enrolments or certification issuance permitted.

### 4.4 Alternative Qualifications

Where a qualification is deleted without replacement, VEG Education will consult with the learner to identify an appropriate alternative qualification to meet their needs.

## 5. Responsibilities

The CEO is accountable for ensuring compliance with this policy, overseeing timely transition processes, stakeholder communication, and maintaining an accurate scope of registration.

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## 6. Access and Equity

The Velisha Education Group Access & Equity Policy applies to all transition arrangements to ensure fair and equitable treatment for all learners.

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## 7. Records Management

All enrolment and transition documentation is maintained securely in accordance with the Records Management Policy.

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## 8. Monitoring and Continuous Improvement

The CEO regularly monitors transition processes, identifies areas for improvement, and ensures continuous quality enhancement in alignment with the Continuous Improvement Policy.