

## LEARNING - POLICIES & PROCEDURES

Policy Title	<b>Training Product Transition and Expiry Policy &amp; Procedure</b>
Date	May 2026
Review Date	May 2028
Authority & Responsibility	Head of Learning
Standards	2025 Standards for RTOs - Outcome Standards: Quality Area 1 Training and Assessment; Quality Area 2 VET Student Support. Compliance Standards: Section 10 (AQF certification documentation), Section 14 (Transition of training products), Section 20 (Compliance with laws), and NRT Logo Conditions of Use Policy where relevant.
Version	4.0

### **PURPOSE:**

The purpose of this policy and procedure is to outline The Association of Superannuation Funds of Australia Limited’s (ASFA) approach to managing changes to training products and maintaining its scope of registration so that ASFA only markets, enrolls, delivers, assesses and issues certification for training products in accordance with the 2025 Standards for RTOs and applicable regulatory requirements.

This policy supports ASFA to manage superseded, removed, deleted or expired training products in a timely, transparent and student-focused way, including transition to replacement training products where required, completion within permitted transition periods, and issue of AQF certification documentation within regulatory timeframes. This policy also sets out ASFA’s approach to managing updates, replacement and expiry of non-VET courses and CPD products so that learning content remains current, accurate and aligned with industry and regulatory requirements.

### **SCOPE:**

This policy applies to:

- all nationally recognised training products on ASFA’s scope of registration, including qualifications, skill sets, units of competency, accredited courses, accredited short courses and modules
- all current and prospective students enrolled in, or seeking to enrol in, nationally recognised training with ASFA
- all ASFA staff involved in product development, compliance, enrolment, marketing, administration, training, assessment, reporting and certification
- third parties, if any, involved in the delivery, assessment, administration or promotion of training products on ASFA’s behalf
- non-VET ASFA Learning courses, workshops, micro-courses and CPD products, where the currency or availability of content changes.

## DEFINITIONS

Term	Meaning
Accredited course	A course accredited by ASQA or another course accrediting body and listed on the National Register.
AQF certification documentation	A testamur, statement of attainment, record of results or other certification documentation issued in accordance with the AQF and the Credential Policy.
Current training product	A training product listed as current on the National Register and approved on ASFA's scope of registration where required.
Deleted or removed training product	A training product that is no longer current and has been removed or deleted from the National Register.
National Register	The official national register of VET, training.gov.au, which records nationally recognised training products and RTO scope of registration.
Replacement training product	The current training product that replaces a superseded training product.
Scope of registration	The nationally recognised training products ASFA is approved to deliver and assess as an RTO.
Superseded training product	A training product that has been replaced by another training product on the National Register.
Transition period	The period within which ASFA must manage enrolments, training, assessment, certification and student transition when a training product is superseded, removed, deleted or expired.

## POLICY:

### 1. Transition and expiry principles

- ASFA will maintain an accurate and current scope of registration and will monitor changes to all training products on its scope.
- ASFA will ensure students are supported to complete the training product most appropriate to their enrolment, industry needs and regulatory requirements.
- ASFA will not enrol or commence students in a training product that has been removed, deleted or expired from the National Register.
- ASFA will manage transition decisions in a way that minimises disadvantage to students and ensures students are given clear and timely information about their options.
- ASFA will maintain evidence of transition decisions, student communications, completion plans, scope changes, product mapping, and certification outcomes.
- ASFA will review training and assessment strategies, learning materials, assessment tools, trainer and assessor requirements, delivery resources and marketing materials when training products change.
- Where students are transferred to a replacement training product, ASFA will consider credit transfer and/or Recognition of Prior Learning (RPL) to minimise unnecessary duplication of training and assessment.
- ASFA will ensure AQF certification documentation is issued only for training products that ASFA is authorised to issue and within the relevant regulatory timeframes.

### 2. Training product transition requirements

Where a training product on ASFA's scope of registration is superseded, removed, deleted or expired, ASFA will apply the transition requirements set out in the 2025 Compliance Standards and ASQA guidance. The following timeframes apply unless ASQA grants a transition extension or otherwise approves different arrangements.

Type of change	New enrolments	Current enrolments
Superseded qualification, skill set or unit of competency	No new enrolments in the superseded training product are permitted from one year after the replacement training product is included on the National Register.	Students must complete training and assessment and receive AQF certification documentation in a timely manner. If completion in a timely manner is not possible, students must be transferred to the replacement training product where it is on ASFA's scope.
Removed or deleted skill set or unit of competency	New enrolments are not permitted.	Students must complete training and assessment and receive AQF certification documentation within one year from the date the training product was removed or deleted from the National Register.
Removed or deleted qualification	New enrolments are not permitted.	Students must complete the qualification and receive AQF certification documentation within two years from the date the qualification was removed or deleted from the National Register.
Expired, removed or deleted accredited short course or module	New enrolments are not permitted.	Students must complete training and assessment and receive AQF certification documentation within one year from the date the accredited short course or module expired, was removed or deleted.
Expired, removed or deleted accredited course	New enrolments are not permitted.	Students must complete the accredited course and receive AQF certification documentation within two years from the date the accredited course expired, was removed or deleted.

### 3. Equivalent and non-equivalent replacements

- Where a superseding training product is deemed equivalent and is automatically added to ASFA's scope of registration, ASFA may commence transition planning and delivery of the replacement training product once operational readiness has been confirmed.
- Where a superseding training product is not equivalent, ASFA must not deliver or assess the replacement training product until it has been added to ASFA's scope of registration and ASFA has confirmed that resources, trainers and assessors, learning materials, assessment tools, systems and student support arrangements are ready.
- ASFA will review mapping information, Companion Volume Implementation Guides, licensing or regulatory requirements and industry changes to determine the impact of the replacement training product.
- Where a superseded unit of competency is listed as a requirement within a current qualification, ASFA will deliver and assess the unit as specified by the current training package rules unless the training package permits otherwise.

#### **4. Student communication and support**

- Students affected by a training product change will be notified as soon as practicable of the change, the applicable timeframe, and their available options.
- Student options may include completion within the transition period, transfer to the replacement training product, credit transfer, RPL, withdrawal, or other appropriate arrangements.
- Where transfer to a replacement training product is required, ASFA will identify any additional training, assessment, resources, fees, changes to duration or changes to qualification outcome and communicate these to the student before the transfer is finalised.
- Transition decisions must take account of student progress, remaining assessment requirements, support needs, reasonable adjustment requirements, and any risk of disadvantage.
- Students may access ASFA's Complaints and Appeals Policy and Procedure if they are dissatisfied with a transition, completion or withdrawal decision.

#### **5. Scope register and monitoring**

- ASFA will maintain a scope register that lists each nationally recognised training product on ASFA's scope of registration, including product code, title, status, release date, expiry or transition dates, and review status.
- ASFA will monitor the National Register and relevant ASQA communications to identify training product changes.
- The scope register will be reviewed at least quarterly and whenever ASFA becomes aware of a change to a training product.
- Where a training product change is identified, the Head of Learning will advise the CEO and relevant Learning staff and initiate the transition process.

#### **6. Transition extensions**

- Where ASFA identifies that students may be unable to complete or transition within the applicable timeframe, the Head of Learning will assess whether a transition extension application may be required.
- Any application for a transition extension must be approved by the Head of Learning before submission to ASQA.
- Applications must be supported by clear evidence, including student numbers, reasons for the extension, transition risks, completion plans, student impact and mitigation strategies.
- Administrative delay, failure to update materials or inadequate internal planning will not generally be treated as sufficient reasons for seeking a transition extension.

#### **7. Non-VET courses and CPD products**

- ASFA will manage updates to non-VET courses and CPD products to ensure content remains current, accurate and aligned to relevant legislation, regulation, industry practice and ASFA's product requirements.
- Where minor updates are made to a non-VET course, existing students may continue in their current version unless the update is required to correct material inaccuracies or significant legislative, regulatory or practice changes.
- Where major legislative or regulatory changes affect course validity, ASFA may transfer existing students to the updated version at no additional cost where this is necessary to maintain course integrity.
- Where a non-VET course or CPD product is retired, ASFA will determine an appropriate completion period for existing students and remove or update related marketing materials as required.
- New students will be enrolled into the latest version of a non-VET course or CPD product once it is available.

## **PROCEDURE:**

### **1. Monitor training product changes**

- The Head of Learning monitors the National Register, ASQA updates and relevant training package or accredited course information.
- When a change is identified, the Head of Learning records the change in the scope register and confirms the training product status, date of replacement, removal, deletion or expiry, and any listed equivalent or non-equivalent replacement.
- The Head of Learning notifies the CEO, Student Support, trainers/assessors, product development staff and any relevant third parties of the change and immediate implications.

### **2. Assess impact and operational readiness**

- Review the National Register, mapping information and Companion Volume Implementation Guide to identify changes to packaging rules, units, performance requirements, assessment conditions, licensing/regulatory requirements and industry expectations.
- Review and update the Training and Assessment Strategy, learning materials, assessment tools, trainer and assessor requirements, resources, student support arrangements and LMS/CRM setup as required.
- Confirm whether the replacement training product is already on ASFA's scope of registration or whether a scope application is required before delivery can commence.
- Identify all current students, their progress, outstanding units or assessments, expected completion dates, and any support needs or reasonable adjustment arrangements.
- Identify whether current students can complete and be issued AQF certification documentation within the applicable transition period or whether transfer to the replacement training product is required.

### **3. Develop transition plan**

For each affected training product, the Head of Learning will develop a transition plan. The plan will include:

- training product code, title, status and relevant dates
- replacement training product details, including equivalence status and scope requirements
- student list, progress status and proposed action for each student
- last permissible new enrolment date, where applicable
- required updates to training and assessment strategies, materials, LMS/CRM configuration and marketing materials
- student communication plan
- trainer and assessor briefing requirements
- certification and reporting requirements
- risks, controls and escalation points
- evidence and records to be retained.

### **4. Manage new enrolments and marketing**

- Suspend or restrict new enrolments where students cannot reasonably complete within the applicable transition timeframe.
- Do not accept new enrolments in a removed, deleted or expired training product.
- Ensure prospective students are informed where a product is superseded and may require transition to a replacement product.
- Update website pages, course outlines, enrolment forms, brochures, student handbook references, marketing campaigns, CRM products, LMS courses and any third-party information to reflect the current training product status.

- Ensure any marketing of nationally recognised training only refers to products that are current, accurate and on ASFA's scope of registration where required.

## **5. Communicate with students**

- Notify affected students in writing of the training product change and explain whether they will complete in the existing product or be transferred to the replacement product.
- Where completion is possible, advise the student of the completion deadline, remaining requirements and support available.
- Where transfer is required, advise the student of the replacement product, credit transfer or RPL arrangements, any additional training and assessment required, updated timeframe, support available and any fee implications.
- Record all student communications and decisions in the CRM system and/or relevant secure SharePoint folder.
- Where an employer is funding or coordinating a corporate cohort, provide appropriate cohort-level information while maintaining student privacy and confidentiality.

## **6. Implement teach-out or transition**

- For students completing in the superseded, removed, deleted or expired training product, monitor progress and assessment completion against the transition plan.
- For students transferring to a replacement training product, process credit transfer and/or RPL where appropriate and update the student's enrolment record.
- Ensure trainers and assessors are briefed on any changed requirements and that assessment decisions are made using the correct assessment tools and requirements for the applicable training product.
- Ensure certification documentation is issued within the applicable timeframe and in accordance with ASFA's Certification Documentation Issuance Policy and Procedure.
- Withdraw students who are not continuing, where appropriate, in line with ASFA's Withdrawal, Extension and Deferral Policy and Procedure.

## **7. Close superseded, removed or deleted products**

- When all students have completed, transferred or withdrawn, close the superseded, removed, deleted or expired product in ASFA's LMS/CRM systems where appropriate.
- Remove obsolete versions from active marketing and enrolment channels.
- Retain records of student outcomes, certification, transition decisions, communications and product review evidence in accordance with ASFA record-keeping requirements.
- Confirm that ASFA's scope of registration accurately reflects active and inactive training products and any regulator-approved transition extensions.

## **8. Manage non-VET course updates and retirement**

- When a non-VET course or CPD product is updated, the Learning team will determine whether the update is minor, major or requires existing students to be transferred to the updated version.
- Where a course is being retired, ASFA will set and communicate a reasonable completion period for existing students.
- New enrolments will be directed to the current version as soon as it is available.
- Outdated versions will be closed or hidden in the ASFA Learning Hub once all students have completed, transferred or withdrawn.
- Relevant course pages, brochures, campaign materials and client communications will be updated to reflect the current product offering.

**VERSION CONTROL:**

<b>Version</b>	<b>Date</b>	<b>Approved by</b>	<b>Summary of changes</b>
4.0	15/05/2026	Head of Learning	Updated to align with the Standards for RTOs 2025.