

17. Training Product Expiry and Transition Policy and Procedure

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Policy

Minda Inc t/a South Australian Learning Centre (SALC) ensures that all training products are marketed, delivered and transitioned in accordance with National VET Regulator requirements. SALC does not permit new enrolments in training products that are expired, deleted or removed from the National Register.

SALC provides clear information to students about the transition of training products and ensures that all students complete their training or are transferred to current products within the required teach-out periods.

Definitions

Term	Definition
Training Product	A qualification, skill set, unit of competency, accredited short course or module listed on the National Register.
Superseded	A training product that has been replaced by a new version on the National Register.
Expired/Deleted	A training product that is no longer current and has been removed from the National Register without replacement.
Transition Period	The period in which students must either complete their enrolment in a superseded/expired product or be transitioned to a replacement product.
Teach-Out	The process of completing training and assessment for students already enrolled in a non-current training product within the allowable transition period.
Replacement Product	The training product that supersedes an earlier product on the National Register.
AQF Certification Documentation	Certificates, records of results or statements of attainment issued under the Australian Qualifications Framework.

Procedure

1. Marketing and Advertising References to Training Products

1.1. SALC ensures that marketing and advertising materials only refer to a training product that is no longer current where:

- The product remains on SALC's scope of registration; and
- New enrolments are still permitted within the allowable transition period.

1.2. All references to non-current training products include clear information about transition and teach-out arrangements.

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2. Transition of Superseded Training Products

2.1. Where a training product is superseded:

- No new enrolments are permitted in the superseded product more than 12 months after the replacement is published on the National Register.
- All students enrolled in the superseded product must either complete and receive AQF certification within 12 months, or be transferred to the replacement product in a timely manner.

2.2. The Training Coordinator(s) and Lead Trainer ensure student progress is monitored and transitions occur without disadvantage to the student.

3. Restrictions on Expired or Deleted Training Products

5.1. SALC ensures that no individuals commence training and assessment in a training product that has expired, been removed or deleted from the National Register.

5.2. Student enrolment processes include a compliance check against the National Register to confirm product currency.

4. Monitoring, Recordkeeping and Continuous Improvement

6.1. As part of regular TAS updates, validations and through updates from training.gov.au, SALC keeps up to date on training product changes.

6.2. Students are notified of changes to training products and transition arrangements in writing.

6.3. Records of student completion or transfer are retained in the Student Management System.

6.4. Compliance audits verify adherence to transition requirements.

6.5. Lessons learned are documented in the Continuous Improvement Register.

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Extracts from Standards

Compliance Requirement 7.2 Marketing and advertising

Where the advertisements or marketing materials refer to a training product, an NVR registered training organisation must ensure the advertisements or marketing materials:

- c only refer to a training product that is no longer current while it remains on the organisation's scope of registration and new enrolments are permitted; and

Compliance Requirement 14.1 Transition of training products

Unless otherwise approved by the National VET Regulator an NVR registered training organisation must ensure:

- a where a training product is superseded:
 - i 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; and
 - ii all VET students enrolled in the superseded training product have completed the training product and been issued the relevant AQF certification documentation or have been transferred into the replacement training product in a timely manner;
- b where an AQF qualification is no longer current and has not been superseded – all VET students enrolled in the training and assessment leading to the qualification have, within a period of two years from the date the qualification was removed or deleted from the National Register:
 - i completed the qualification; and
 - ii received all AQF certification documentation relating to the qualification;
- c where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded – all VET students enrolled in the training and assessment have, within one year from the date the training and assessment is deleted from the National Register:
 - i completed the training and assessment; and
 - ii have received all AQF certification documentation relating to the training and assessment.

Compliance Requirement 14.2

An NVR registered training organisation must ensure the organisation does not allow individuals to commence training and assessment in a training product that has expired, been removed or deleted from the National Register.