

POLICY: A.1.1

SCOPE VARIATION

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) as an NVR Registered Training Organisation (AIM) has an obligation under the Outcome Standards for NVR Registered Training Organisations (RTOs) 2025 (Standards for RTOs) to only advertise, enrol, deliver and issue a qualification, accredited course or unit of competency that is included on its Scope of Registration, listed on the National Register.

1.2 Purpose

This policy outlines the principles and responsibilities by which AIM manages its Scope of Registration when adding and removing training package qualifications and accredited courses on the National Register.

This policy should be read in conjunction with the Scope Variation procedure.

1.3 Scope

This policy applies to all AIM staff involved in processes related to scope variation, training product lifecycle and transition and teach out.

1.4 Scope Exceptions

The policy only applies to nationally recognised qualifications and accredited courses.

2.0 RESPONSIBILITIES

All those referred to under the Scope of this policy are responsible for complying with its terms and its procedure.

Specific responsibilities are provided in the Scope Variation Procedure.

3.0 POLICY

3.1 Principles

1. AIM monitors its Scope of Registration on the national register and applies to ASQA to add new Training Products or to remove Training Products in accordance with the Standards for RTOs.
2. AIM will assess its business strategy, capability and resources to determine if it will add new or replacement Training Products to its scope.

For all new applications to add to scope, AIM will ensure readiness for delivery by maintaining fit-for-purpose facilities, resources, and equipment (Outcome Standard 1.8) and ensuring trainers and assessors meet credential and industry competency requirements (Outcome Standards 3.2 and 3.3). Additionally, AIM will provide comprehensive training support to VET students (Outcome Standard 2.3) to foster their progress and success.

3. Where a Training Product is superseded and the replacement is non-equivalent, AIM will assess its resources, student numbers and progress to determine if it will add the replacement Training Product to its scope or aim to teach out students.
4. AIM can apply to ASQA for an extension to the transition period if it will benefit AIM, students or the relevant industry.
5. ASQA will automatically update AIM's scope by removing obsolete equivalent Training Products.
6. AIM may apply to ASQA to remove a Training Product from its scope due to changes in business strategy, capacity, lack of demand and no student enrolments.

4.0 DEFINITIONS

- ASQA - the Australian Skills Quality Authority.
- Course - a program of study a program of study that may consist of a nationally recognised qualification, accredited course, skill set or unit of competency.
- Equivalent - the replacement Training Product has the same vocational outcome with training package requirements sufficiently similar to the replacement Training Product by the developers and ASQA such that students may not need to do additional work or extend their study to demonstrate competence and the RTO may not be required to create new or additional training resources. The RTO will need to review the changes and the training package Companion Volume Implementation Guide, assess the impact of the changes and adjust at a minimum the training and assessment strategy.
- National Register - official national register of information on VET, under ASQA, and has the details of all nationally recognised Training Products, including accredited courses, endorsed training package qualifications, units of competency and skill sets.
- (training.gov.au)
- Non-equivalent - the replacement has a different vocational outcome and may have significant changes (e.g. new content, structural changes to core/electives) that will require the RTO to review and modify the training and assessment strategy, training resources and assessments.
- Obsolete - Training Product is no longer current and is automatically removed from the RTO Scope of registration after the superseded period, normally 12 months.

- Scope of Registration- vocational education and training (VET) training package qualifications, accredited courses and units of competency that AIM is approved to deliver.
- Superseded - no longer current as a replacement Training Product has been developed and is on the national register.
- Training Product - a qualification, skillset, unit of competency, accredited course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Addition to Scope Statement of Compliance
- Scope Variation Procedure
- Training Product Lifecycle Policy and Procedure
- Transition and Teach Out Policy and Procedure
- Transition and Teach Out templates

Outcome Standards for Registered Training Organisations (RTOS) 2025

6.0 POLICY OWNERSHIP

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| Policy Owner | Executive Director AIM |
| Status | Reviewed on 11 January 2025 |
| Approval Authority | Chief Executive Officer |
| Date of Approval | 13 September 2022 |
| Effective Date | 1 July 2025 |
| Implementation Owner | VET Compliance and Operations Manager |
| Maintenance Owner | VET Compliance and Operations Manager |
| Review Due | 11 January 2027 |
| Content Enquiries | VET Compliance and Operations Email: Brenda.cleaver@aim.com.au |

7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|---------|---------------------------|---------------------------------------|---|
| A1.0 | | VET Compliance and Operations Manager | New policy |
| A1.1 | 19/02/2025 | VET Compliance and Operations Officer | Policy and procedure updated to align with Outcome Standards 2025 |
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