

## PROCEDURE: A2.1- P2.0

### TRAINING PRODUCT LIFECYCLE

#### 1.0 INTRODUCTION

##### 1.1 Related Policy

Training Product Lifecycle

##### 1.2 Purpose

This procedure outlines the processes involved in the development, approval, review, delivery and discontinuance of a Training Product (nationally recognised qualification or unit of competency).

##### 1.3 Scope

This procedure applies to all AIM Training Products delivered by AIM and third-parties, and to AIM and third-party staff (where relevant) involved in the development, approval, review, and discontinuation of the VET Training Product.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

##### 2.1 New Training Product Development Approval

1. The Executive Director AIM is responsible for oversight of market research and commercial viability of new Training Product proposals.
2. The Executive Director AIM is responsible for collation of Expressions of Interest (EoI) for new training products and consultation with the Chief Executive Officer, and Chief Sales Officer on alignment with brand and revenue strategy.
3. The Executive Leadership Team (ELT) is responsible for endorsing Training Product proposals.
4. The CEO is responsible for approving Training Product proposals.

##### 2.2 New Training Product Development

1. The Head of VET Product is responsible for providing market research and advice to the Executive Director AIM.
2. The Head VET Product is responsible for developing and overseeing the training product proposal and coordinating input from relevant stakeholders such as the Head Academic Delivery VET, Head Educational Programs, Chief Marketing Officer and the VET Compliance and Operations Manager.
3. The Head Educational Programs is responsible for the day-to-day coordination of its development and implementation and keeping the Head of Academic Delivery VET informed of progress.
4. The Head Educational Programs is responsible for overseeing the development of the Training Product, assessments and learning resources.

### **2.3 New Training Product Approval**

1. The Course Review Committee (CRC) is responsible for reviewing and endorsing the completed product.
2. The Executive Director AIM is responsible for approving the new Training Product, as endorsed by the CRC, once completed.
3. The Head of VET Product is responsible for providing relevant documentation for the addition to scope application and advising the VET Compliance and Operations Manager.
4. The VET Compliance and Operations Manager is responsible for submitting the application to add a new Training Product, where relevant, to ASQA for approval, in accordance with the Scope Variation Procedure.

### **2.4 Training Product Maintenance or Upgrade**

1. The Head of VET Product along with the Head Educational Programs are responsible for overseeing the development of the training product upgrades or improvements due to training package changes (equivalent, non-equivalent, new releases) internal or external reviews, customer feedback or changes to legislation and keeping the Head of Academic Delivery VET, VET Compliance and Operations Manager, Registrar and Executive Director AIM informed of product impact and progress.
2. The Head of Academic Delivery VET is responsible for transitioning students from superseded training products to equivalent or new training products and releases in accordance with the Transition and Teach Out Procedure.

### **2.5 Training Product Delivery**

AIM academic staff and/or third-party staff are responsible for delivering the training product as approved.

## 2.6 Training Product Review, Monitoring and Improvement

The Head of VET Product and the Head Educational Programs are responsible for establishing and maintaining a Continuous Improvement Register to record the outcomes of internal reviews of training products, including assessment validation, and to record the actions and responsibilities for each recommendation.

## 2.7 Training Product Discontinuance initiated by AIM

1. The Executive Director AIM is responsible for recommending the discontinuance of a training product to the ELT.
2. The ELT is responsible for endorsing the recommendation.
3. The CEO is responsible for approving the proposed discontinuance.
4. The Head of Academic Delivery VET is responsible for notifying all relevant academic staff including third-party partners of the discontinuation.
5. The Head of Academic Delivery VET is responsible for checking there are no enrolled students in the training products proposed for discontinuance.
6. The VET Compliance and Operations Manager is responsible for notifying ASQA of the removal of national recognised training products from AIM scope in accordance with the Scope Variation procedure.

## 3.0 PROCEDURE

### 3.1 Training Product Development

#### 3.1.1 New Training Product Recommendation

1. Recommendations for a new Training Product may come from a variety of sources, including (but not limited to):
  - a. the marketing or product teams
  - b. industry
  - c. internal staff
  - d. surveys of staff, students or industry
  - e. planning days
  - f. benchmarking and external referencing and
  - g. external reviews.
2. All recommendations for a new Training Product are made to the Executive Director of AIM for review and must include supporting information which indicates a need

for, and likely viability of, the proposed new training product. This information includes but is not limited to:

- a. how the new training product would positively support the strategic corporate objectives of AIM including financial goals and cost;
  - b. outcome of discussions with other Scenia subsidiaries to ensure there is no likelihood of the proposed training product negatively impacting on their academic plans;
  - c. the likely competition in the market, and a SWOT analysis;
  - d. the likely demand and estimated commencing
  - e. the need for third-party involvement, if any;
  - f. outcome of consultation with industry, where appropriate, to assess the possible careers for graduates of the proposed new training product any additional staffing, expertise and /or facilities or infrastructure required; and
  - g. competitor analysis.
3. If the information for the recommended new Training Product confirms its likely demand and viability, the Executive Director AIM, will submit the new Training Product recommendation, as an Expression of Interest (Eoi) to:
- The Executive Leadership Team for endorsement and
  - the Chief Executive Officer for approval.
4. The AIM ELT will either:
- a. refuse permission to proceed, giving reasons, and notify the Executive Director AIM, who will notify other stakeholders; or
  - b. give permission to proceed by notifying the Executive Director AIM.
7. If approval to proceed is given, the Executive Director AIM will notify the Head of Academic Delivery VET, the Head of VET Product, the Head Educational Programs and the VET Compliance and Operations Manager.

### **3.1.2 Training Product Development**

1. The Head of VET Product will engage industry experts via a Course Advisory Committee (CAC), which will provide expert advice into development of the new training product.
2. The Head of VET Product provides the day-to-day management of the training product development process, liaising with members of the CAC as well as AIM academic staff, and nominated staff of a Third-Party Partner (if applicable).
3. The Head of VET Product develops a Training Product Development Action Plan which contains:
  - a. time frames for development and approval of the product in order for the course to be approved in time for its first intake;

- b. time frames for development and release of promotional material;
  - c. actions and responsibilities during these timeframes;
  - d. a communication plan;
  - e. key stakeholder contacts detail; and
  - f. any other detail to assist in the management and coordination of the product development process.
4. The Head of VET Product develops a Training and Assessment Strategy (TAS) which is the blueprint for delivery and quality management of the course. The information in the TAS includes:
  - a. Course Code and Title/Unit code and title
  - b. Australian Qualifications Framework (AQF) Level
  - c. Year/Study period of its first intake.
  - d. Cohort and learning outcomes
  - e. Core plus electives
  - f. Entry requirements and pre-requisites
  - g. Volume of learning and amount of training
  - h. Industry consultation
  - i. Assessment summary, overview of formative and summative assessment
  - j. Clustering of delivery and or assessments
  - k. Staffing matrix
  - l. Any additional resources or infrastructure
5. The Head of VET Product in collaboration with the Head Educational Programs and Head of Academic Delivery VET will ensure that:
  - a. the assessments reflect the level of the qualification as designated by the [Australian Qualifications Framework](#), training package requirements including packaging rules, any related licensing or accreditation standards and the Standards for RTOs especially Standard 1, clauses 1.1 to 1.4- training and assessment strategies and practices, industry relevance, 1.8- assessment systems and principles of assessment.
  - b. where work placement learning/assessment is part of a course, the learning and skills/competency outcomes will be clearly defined as well as the workplace activities and experiences required to achieve these.
  - c. assessment in the course will be sequenced and aligned to training package requirements and enable students to build their capabilities and skills progressively towards unit and course learning outcomes.
  - d. In the event where delivery and assessments are clustered, the rationale for this will clearly show how UoC have the same elements, skills and performance requirements that can be identified and addressed together
6. The Executive Director AIM will ensure that AIM products align to other relevant courses offered through Scentia subsidiaries and those offered at other institutions to create and improve student pathways. To achieve this:

- a. the product design process includes research and benchmarking undertaken on similar courses at other institutions, investigating articulation pathways for AIM students; and
- b. unit selection is designed to enhance choice and mobility, with a view to providing students with pathways within AIM offerings.

### **3.1.3 Training Product Maintenance or Upgrade**

The Head of VET Product:

- a. oversees the development of training product upgrades or improvements with the Head Educational Programs, keeping the Head of Academic Delivery VET, Registrar and Executive Director AIM aware of progress to inform any transition and teach out plans.
- b. maintains the AIM Course profile register and monitors the status of its qualifications, accredited courses and units of competency and advises the Head Educational Programs, the Head of Academic Delivery VET, the Registrar and Executive Director AIM of changes to product that will impact on learning and assessment resources, trainers and assessors, and student training plans.
- c. advises Marketing of changes to course information due to training product changes.

## **3.2 Training Product Approval**

1. The final Training Product including the TAS, assessment suite and learning resources is submitted to the CAC for endorsement and then to the Executive Director AIM for approval.
2. The Head of VET Product will prepare relevant evidence to support the scope application in accordance with the Scope Variation Procedure.
3. The Head Academic Delivery VET will ensure relevant trainer/assessor evidence to support the scope application in accordance with the Scope Variation Procedure.
4. The VET Compliance and Operations manager will prepare and submit the scope application as per the Scope Variation procedure and advise the Head of Academic Delivery VET and the Chief Marketing Officer once ASQA has granted approval for the new training product on AIM scope so marketing can commence.

## **3.3 Training Product Delivery**

1. Courses and units will be delivered as approved by the ELT although variations can occur due to different cohorts and elective changes.

2. Academic staff teaching the course will maintain their expertise as outlined in the AIM Professional Development policy for Academic staff and in the Standards for RTOs 1.1-3-1.25, 1.6 and Schedule 1.

### **3.4 Training Product Review and Improvement**

1. All AIM courses, learning resources and assessments are regularly reviewed by the Head of Academic Delivery VET, Program Coordinators and Subject Matter Experts with a report on findings provided to the Course Review Committee.
2. The review includes:
  - demand, based on student enrolment statistics (student commencing, attrition, progressions and completions)
  - the quality, scope and adequacy of course-related information provided to students and prospective students;
  - the range, depth and currency of learning resources for students
  - student and academic staff surveys, with an analysis of significant trends
  - validation of the assessment tools and assessment judgements.
3. The Head Academic Delivery VET records the outcomes of reviews, endorsed recommendations, actions, and progress of the actions, on the Continuous Improvement Register and provides all recommendations related to Training Products to the Head VET Product for review and action, and recommendations related to delivery and assessment practice to the TLAC for review and action.
4. The Head Academic Delivery VET provides reports to the AIM VET Governance and Risk Committee, following CRC and TLAC reviews.

### **3.5 Training Product Discontinuance**

1. A recommendation to discontinue a Training Product may be made to any or all of the following:
  - a. The Training Product is no longer relevant to industry.
  - b. The Training Product has had a consistent decline in demand and enrolment over the previous years and is no longer viable, despite strategies employed to increase demand.
  - c. the Training Product has not reached viability in the time frame listed in its original business case to the ELT despite strategies employed to increase demand.
  - d. The Training Product is no longer aligned with the strategic focus and vision of AIM.

2. The Executive Director AIM provides a recommendation to the Chief Executive Officer and then to the ELT outlining:
  - a. the reasons for Training Product discontinuance, including the commencing and continuing demand and enrolment trends;
  - b. the likely impact of Training Product discontinuance on current students, how the impact will be minimised, and whether a teach-out plan will be required or not;
  - c. the impact on third party agreements, where applicable; and
  - d. the proposed year and study period for discontinuance, and other relevant steps in accordance with the Transition and Teachout procedure.
3. On endorsement by the ELT, the CEO will approve for a Training Product to be discontinued.
4. The Head Academic Delivery VET and VET Compliance and Operations Manager will take actions in accordance with the Scope Variation Procedure, including advising the Registrar and the Chief of Marketing of changes.

#### 4.0 DEFINITIONS

- **Clustering** - The process of grouping competencies into combinations which have meaning, and purpose related to work functions and needs in an industry or enterprise.
- **Course** - 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.
- **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.
- **Training Product** - is the term used to refer to a qualification, skillset, unit of competency or accredited course.



## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- [Australian Qualifications Framework](#)
- Scope Variation Policy
- Scope Variation Procedure
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Training Product Lifecycle Procedure
- Transition and Teach Out Policy
- Transition and Teach Out Procedure

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Executive Director AIM
Status	New
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	Head Product VET
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	Head Product VET- Leon D'Souza leon.dsouza@aim.com.au

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A2.0- P2.0	13 September 2022	VET Compliance and Operations Manager	New procedure
A2.1-P2.0	23 March 2023	VET Compliance and Operations Manager	Added reference to Registrar in communication of changes to training products, updated titles: Chief Marketing Officer and Head Educational Programs; added monitoring actions related to the AIM course profile