

VET Accredited Courses and Training Products Policy

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1. Purpose

The purpose of this policy is to outline the approach of Alphacrucis University College (AC) to:

- the development, review and discontinuation of accredited Vocational Education and Training (VET) programs at AC;
- adding new Training Products to AC's scope of registration; and
- the transition process from superseded or deleted Training Products and/or units of competency to the current qualification.

2. Scope

This policy applies to all VET programs on AC's scope of registration, as well as those courses developed by AC with the intention of being added to AC's scope of registration.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Course of Study Development Proposal:** A formal document submitted to the Accreditation Committee by a Head of School outlining the rationale, structure, and resource requirements for a proposed new VET course or training product addition to scope.
- 3.2. **Delivery Ready:** Delivery Ready refers to the status of a training product, program, or unit of competency that has met all preparatory requirements for compliant and effective delivery by a Registered Training Organisation (RTO). A training product is considered delivery ready when it satisfies the following conditions: a current TAS informed by industry consultation, qualified trainers and assessors, training resources. Refer to Appendix A and B of this policy for resources supporting and assessing the readiness for delivery of AC training products.
- 3.3. **Industry Engagement:** A systematic approach to consulting with employers, professional associations, and industry representatives to ensure that training and assessment are relevant to current workplace practices and emerging industry needs.
- 3.4. **Scope of registration:** means the training products for which AC is registered to issue AQF certification documentation. AC's current scope can be accessed by searching for AC at www.training.gov.au.
- 3.5. **Training:** means the process by which AC, or a third-party delivering services on AC's behalf, facilitates learning and the acquisition of competencies consistent with the requirements specified in the training product.
- 3.6. **Training Packages:** Training packages specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in units of competency. Training packages also detail how units of competency can be packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF).
- 3.7. **Training Product:** means an AQF qualification, a skill set, a unit of competency, accredited short course or module.
- 3.8. **Training support services:** means services and resources designed to support and skill VET students to meet training product requirements and complete the training product in which they are enrolled.



- 3.9. **Transition Period:** The timeframe within which a training provider must transition students from a superseded training product to its replacement or complete training and assessment in the superseded product, as defined by the Standards for RTOs.
- 3.10. **Unit of competency:** means the specification of the standards of performance required in the workplace as defined in a training product.
- 3.11. **Validation:** means the review of the assessment system to ensure that:
- assessment tools are consistent with the training product and the requirements set out in the Standards for RTOs ; and
 - assessments and assessment judgements are producing consistent outcomes.
- 3.12. **VET Accredited Course of Study:** A course developed by AC to address specific training needs not covered by existing training packages.

4. Policy Statement

VET ACCREDITED COURSES

4.1. Development of a new VET course of study

- 4.1.1. ASQA regulates accredited VET courses under the [Standards for VET Accredited Courses 2021](#) (the Standards).
- 4.1.2. All new VET course designs and developments at AC adhere to the course design requirements as outlined in the Standards and the requirements of the Australian Qualifications Framework (AQF).
- 4.1.3. The development of new VET courses of study at AC is overseen by Accreditation Committee as a sub-committee of Academic Board.
- 4.2. **Review of an accredited VET course of study**
- 4.2.1. All VET accredited courses of study are to be reviewed on a regular cycle. This ensures that the course content and outcomes are reviewed and remain current and relevant throughout the period of accreditation.
- 4.2.2. Course reviews are conducted in accordance with relevant legislation and frameworks and intended to ensure industry relevance and enhance the quality of training and assessment for the benefit of students and other stakeholders.

4.3. Other Quality Assurance mechanisms

- 4.3.1. Other quality assurance mechanisms include industry engagement, validation of assessment practices, and internal auditing, and contribute to ongoing improvement in training delivery.
- 4.3.2. AC regularly consults with industry representatives to ensure that training remains relevant and reflective of current workforce needs.

4.4. Renewal of VET course accreditation application

- 4.4.1. Renewal of accreditation applications must be submitted to ASQA for approval.
- 4.4.2. Details of how monitoring and review activities have been undertaken in developing the revised course must be provided to ASQA at the time of applying for renewal of accreditation , including:
- a. a table that clearly maps the existing course structure against the new course structure; and
 - b. a statement that clearly states whether the course submitted is equivalent or not equivalent to the existing course.



VET TRAINING PRODUCTS

4.5. Adding new Training Products to AC's Scope of Registration

- 4.5.1. In order to add a new Training Product to AC's Scope of Registration, AC must apply and get approval from ASQA.
- 4.5.2. AC must ensure that access to the required resources, facilities and equipment, outlined in the training package or accredited course is available before submitting an application.
- 4.5.3. With submission of an application, AC declares its readiness to deliver.
- 4.5.4. In circumstances where delivery materials are still in the process of being developed or sourced, the submission of an application to ASQA shall be delayed until all required elements are available.

4.6. Superseded Training Product Classifications

- 4.6.1. Training products can be classified as follows when superseded:
 - a. **Superseded and Equivalent:** The outcomes and skills assessed in the new product are identical to the superseded product.
 - b. **Superseded and Non-Equivalent:** The outcomes and skills assessed in the new product differ from the superseded product.
 - c. **Deleted:** The product is removed from the national register training.gov.au and should not be delivered to the new students from when it is removed or deleted.

4.7. Transitions from Superseded Training Product

- 4.7.1. Where a Training Product on AC's Scope of Registration is superseded, AC will ensure that all students enrolled in the superseded Training Product will, within one (1) year of the replacement being published, either:
 - a. be transferred to a current Training Product, as long as the replacement is on AC's Scope of Registration; or
 - b. have all training and assessment completed and the certification document issued for the superseded Training Product.

4.8. Transitions from Deleted or Discontinued Training Product

- 4.8.1. Transitions do not apply where a Training Package requires the delivery of a superseded unit of competency.
- 4.8.2. This means that, if a superseded unit of competency is listed in the requirements of a current qualification in a Training Package, the superseded unit of competency must be delivered – it cannot be replaced by a unit even if seen as equivalent.
- 4.8.3. Where an AQF Qualification is no longer current and is not superseded by a new one (i.e., it is deleted or expired), training and assessment will be completed for students enrolled in the program within a period of two (2) years from the date the qualification was removed or deleted.
- 4.8.4. Where a skill set, unit of competency, short course, or module is no longer current and has not been superseded, the training and assessment for students enrolled will be completed within a period of one (1) year from the date it was removed or deleted.

4.9. Complying with the Transition Policy

- 4.9.1. During the 12-month transition period, AC will take action to review the status and progress of existing students to determine which students can complete their training during the transition.
- 4.9.2. Students who cannot complete their training within the transition period will be transitioned to the new Training Product with Credit Transfer for the competencies already achieved.



4.9.3. AC will advise students and Employers (where applicable) about the revised Training Product and the requirement to complete training within the transition period or transition to the new Training Product. AC will ensure stakeholders are aware that AC cannot issue a Qualification after the expiry of the transition period, therefore a student must complete their training or transition arrangements.

4.10. Change of Scope of Registration when a Training Product becomes superseded

4.10.1. Superseded Training Products will be removed from AC's scope of registration after the transition period has passed. Superseded and expired qualifications will not appear on training.gov.au after the teach out period.

4.10.2. AC will not enrol new students in expired training products.

4.11. Applying for a revised Training Package Qualification

4.11.1. ASQA will automatically update AC's scope of registration with replacement Qualifications that are deemed equivalent to those being superseded.

4.11.2. Where a qualification is not deemed equivalent, AC can apply to ASQA to add the Qualification to Scope immediately following the Qualification release and publication on www.training.gov.au

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Academic Board:** Academic Board is responsible for providing academic oversight of all VET courses and training products delivered by AC; considering new VET course proposals and course review outcomes; and monitoring academic quality, integrity, and compliance through regular reporting from sub-committees.
- 5.2. **Accreditation Committee:** Accreditation Committee is responsible for overseeing the development, review, and accreditation processes for accredited VET courses and training products; reviewing course documentation, including course structures, units of competency, and assessment strategies, to ensure regulatory and quality assurance compliance; recommending new or revised VET courses to the Academic Board for approval; and ensuring appropriate consultation with during course development and review.
- 5.3. **Course Development Committee (CDC)/ Course Review Committee (CRC):** The CDC/CRC is responsible for developing or reviewing new or revised VET courses in accordance with this policy; ensuring courses meet the requirements of the AQF, Standards for RTOs, and Standards for VET Accredited Courses; liaising with industry representatives, professional associations, and internal stakeholders to ensure course relevance and quality.
- 5.4. **Council:** Council is responsible for receiving and considering proposals for the development of new VET courses or new Training Products for addition to scope.
- 5.5. **Director, Quality and Standards (DQS):** The DQS is responsible for ensuring all VET courses and training products comply with ASQA regulatory requirements and internal quality frameworks; overseeing internal audits, validations, and self-assessments relating to VET course compliance; maintaining oversight of the RTO scope of registration, including additions, extensions, or removals of training products; and liaising with ASQA and other external agencies regarding VET course accreditation and registration matters.
- 5.6. **Head of School:** Heads of Schools are responsible for submitting proposals for new VET courses or Training Packages based on academic, industry, or community needs; coordinating the design, review, and continuous improvement processes of VET courses as the Chair of the Course Development or Review Committee; ensuring staff teaching in VET courses have appropriate vocational competencies and industry currency. Implementing Academic Board



decisions within the relevant School; and overseeing delivery quality, assessment validation, and student outcomes within the School's VET programs.

- 5.7. **Industry Representatives:** Industry Representatives are responsible for providing feedback and guidance to ensure training and assessment remain relevant to current and future industry needs during the development and review of VET courses as well as validation and benchmarking activities of training outcomes and graduate competencies.

6. Procedures

6.1. New VET Course or Training Product Proposal Procedure

- 6.1.1. A proposal for a new VET course of study or Training Product to be added to AC's scope of registration must first be submitted by the Head of School to Accreditation Committee using the Course of Study Development Proposal Template. This proposal should include:
- proposed course of study title(s);
 - proposed start date;
 - proposed delivery sites, including existing and/or potential new sites;
 - proposed delivery options, including whether for domestic and/or international students, online or offshore delivery;
 - proposed rationale, including how the proposed course aligns to AC's Strategic Plan, industry alignment assurance and employment opportunities;
 - viability of delivery (to include a business case for the development of the course of study, including market research and costs associated with development (this applies to accredited VET courses only) and delivery).

6.2. Approval to proceed

- 6.2.1. If the proposal is accepted by Accreditation Committee, it is sent to both Executive and Academic Board for review. If both Executive and Academic Board agree with the proposal, it will then proceed to Council. It will then either be approved or not approved by Council.
- 6.2.2. **For VET training packages and skill sets:** after Council approval these may be added to AC's scope of offerings using required ASQA processes, following confirmation from Accreditation Committee that all required resources are available and AC can confirm readiness for delivery. For purchased content, this will involve consultation and confirmation with the Program Director that the course is delivery ready. For content created by AC, either a VET course Development Committee (CDC) will be established (as per 6.2.3), or the relevant Program Director will oversee design and development of content.
- 6.2.3. **For accredited VET courses:** If a new VET course development is approved by Council, Accreditation Committee will be tasked with overseeing the development of the new course, according to regulatory guidelines and AC guidelines. The following steps will then be taken:
- Accreditation Committee will appoint a Course Development Committee (CDC) which will usually be chaired by the Head of School (or delegate) and consist of disciplinary experts from the relevant School, staff from other relevant departments (e.g., Quality & Standards, Digital Learning Services) and industry representatives.
 - The CDC is responsible for overseeing the design and development of all elements of the proposed course.

6.3. Independent External Course Review (*accredited VET courses only*)



6.3.1. AC will appoint a current independent expert to conduct a holistic and comprehensive review of all new courses of study. ***VET training packages and skill sets, are exempt from this requirement.***

6.3.2. The criteria for appointment and terms of reference for independent external course reviews are as follows:

a. **Criteria for appointment**

AC will ensure the independent expert:

- i. holds academic qualifications, external memberships, and/or professional experience relevant to the course of study being reviewed;
- ii. does not have (or intend to have) any material dealings with AC (or an associated party) that could interfere with the exercise of independent judgement; and
- iii. does not have a direct or indirect material financial interest with AC.

b. **Terms of reference**

The independent expert will be tasked with:

- i. conducting a comprehensive assessment of the course of study, including a holistic review of the proposed units of competencies in the course context, with consideration given to how well the course adheres to:
 - the AQF, and the Standards for Registered Training Organisations (SRTOs);
 - AC's principles of course design and development, as outlined in this policy; and
 - any other matters deemed relevant by Accreditation Committee or Academic Board.
- ii. provide a written summary of findings, risks and recommendations against the specified Standards;

6.3.3. The CDC will be tasked with developing an action plan considering and responding to the independent expert review before submission to Accreditation Committee for approval.

6.4. Recommendation by Accreditation Committee (*accredited VET courses only*)

6.4.1. The completed Accreditation Application, together with the Independent Expert Course Review Report, will be tabled at Accreditation Committee by the Chair of the CDC.

6.4.2. The Accreditation Committee will review the documentation and make a recommendation to Academic Board.

6.5. Approval by Academic Board (*accredited VET courses only*)

6.5.1. Academic Board (or a delegated panel constituted ad hoc by Academic Board, including at least one external member of Academic Board) will examine the documentation and then make a decision to either:

- a. approve submission of the new course accreditation application to ASQA;
- b. request more information; or
- c. reject the course of study.

6.5.2. If approved, the Director of Quality and Standards will prepare the submission of the accreditation application for ASQA.

6.6. Approval by ASQA (*accredited VET courses only*)

6.6.1. Once ASQA approval has been received, an official announcement will be made to all relevant stakeholders.

6.6.2. When all necessary internal and external approvals have been granted and the course has been added to AC's scope of registration, marketing and delivery of the course can commence.

6.6.3. No advertising or promotion of an award is permitted until all official approvals have been granted.

ACCREDITED VET COURSE REVIEWS

6.7. Appointment of Course Review Committee

- 6.7.1. Accreditation Committee will appoint a Course Review Committee (CRC). The CRC will usually be chaired by the relevant Head of School and members include a representative from the Quality & Standards Team, relevant industry and Third Parties (if applicable) representatives as well as other AC department representatives as needed.
- 6.7.2. The criteria for appointment of industry representatives as members of the CRC are guided by the relevant course of study to be reviewed, to ensure that industry representatives have the necessary expertise to provide relevant input.
- 6.7.3. The purpose of the CRC is to review the course of study according to the guidelines of the policy.

6.8. Internal review of course of study

- 6.8.1. The CRC will conduct a comprehensive review of the course of study, including consideration of the following information as relevant:
 - a. annual course reports;
 - b. performance data (such as any outcomes of external moderation of grades);
 - c. staff and student feedback (including feedback from completed subject evaluations, student experience surveys, and other student surveys);
 - d. external stakeholder feedback;
 - e. external referencing (e.g. benchmarking);
 - f. industry relevance; and
 - g. strategic alignment of the future delivery of the course.
- 6.8.2. From this review, recommendations are made by the CRC as to improvements to the course of study.
- 6.8.3. The reviews and recommendations of the CRC are presented as a Renewal of Accreditation Application.

6.9. Independent Expert Course Review of course of study

- 6.9.1. In the case of a Comprehensive Review for an accredited VET course of study, AC will appoint an independent expert to conduct a holistic, comprehensive review of the proposed changes to the course of study.
- 6.9.2. The criteria for appointment and terms of reference follow the same principals as those outlined in section 6.3 of this policy.
- 6.9.3. The CRC will be tasked with developing an action plan considering and responding to the independent expert review before submission to Accreditation Committee for approval.

6.10. Recommendation by Accreditation Committee

- 6.10.1. The completed Renewal of Accreditation Application, together with the Independent Expert Course Review Report, will be tabled at the Accreditation Committee by the Chair of the CRC. The Accreditation Committee will review the documentation and make a recommendation to Academic Board.

6.11. Approval by Academic Board

- 6.11.1. Academic Board will review the Renewal of Accreditation Application and take action accordingly (e.g., Academic Board may approve the proposed revisions to a course of study, or may instruct the Accreditation Committee to address concerns raised by Academic Board).
- 6.11.2. If approved, Academic Board will task the Accreditation Committee to submit the Renewal of Accreditation Application to ASQA.



6.11.3. Where there has been a variation to a course, the previous version will no longer be available for admission.

TRAINING PRODUCTS

6.12. Procedure to update scope of registration (as required)

- 6.12.1. Where a Training Product on the AC scope of registration is superseded by an equivalent Qualification, the Scope will be automatically updated to include the new equivalent Training Product.
- 6.12.2. Where a qualification is not deemed equivalent, AC can apply to ASQA to add the Qualification to Scope immediately following the Qualification release and publication on www.training.gov.au

6.13. Deleted Training Products Procedure

- 6.13.1. Once a Training Product has been removed or deleted, AC must ensure training and assessment for enrolled students is completed, and certification documentation issued, within two years of the date the Training Product was deleted.
- 6.13.2. Students must not be enrolled in a qualification, unit or course once it has been deleted/removed. From the date of deletion, students must not be enrolled. Ensure this is communicated to staff who may be involved in marketing, promoting or enrolling students.
- 6.13.3. A qualification may not be issued after it has been deleted.
The scope of registration will be updated two years from the date of deletion of a qualification.

7. Responsible for implementation

Chair, Accreditation Committee

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at <https://www1.ac.edu.au/ppm/>

- 8.1.1. VET Training and Delivery Policy
- 8.1.2. [Course Delivery Checklist](#)
- 8.1.3. [Course Services Delivery Reflection](#)

8.2. Relevant Standards and Legislations

- 8.2.1. The Australian Qualifications Framework | AQF
- 8.2.2. National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025, National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
- 8.2.3. [Standards for VET Accredited Courses 2021](#)

9. Review and Revision

This policy will be reviewed by the Chair, Accreditation Committee on a regular basis in accordance with the terms outlined in this policy. Any proposed changes will be tabled at the Approval Body for review. Revisions will be communicated to all relevant stakeholders upon approval.



10. History of approval and amendments

Policy owner	Chair, Accreditation Committee
Policy category	Academic
Policy status	Approved
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Endorsement Body	Accreditation Committee
Approval Date	2026.02.09
Last Review Date	2026.02.09
History of Policy Amendments	
V1 2016.02.09	New policy to outline the development, review, termination and transition principles in relation to VET accredited courses and training products

Add a new row for each version of the policy. Do not remove previous rows/changes.

Appendices

- N/A