

Kaplan Professional Training Product Transition Policy

Vocational Education



Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as Kaplan Professional). The policy applies to all Registered Training Organisation (RTO) staff involved in the management and provision of education and Training Products and services for students and clients.

Purpose

As the needs of industry change, qualifications, courses, units of competency, and skill sets (Training Products) are often Superseded or Discontinued through the revision of training packages. To meet the needs of industry and students, RTOs must ensure that, where possible, students are Transitioned into new versions of Training Products when they become available or complete the Training Product in which they are enrolled before the Transition period expires.

This policy and accompanying procedures support Standard 14.1-14.2 of the Compliance Standards for RTOs 2025, which places requirements on Kaplan Professional regarding managing the Transition from Superseded Training Products.

Policy Statement

As a responsible RTO, Kaplan Professional implements strategies to deliver and assess the latest versions of Training Products. This is to ensure students are not enrolled in qualifications or skill sets which may impact their employment opportunities or future study pathways; and to provide students with timely advice if their course is Superseded or Deleted.

This policy will:

- assist Kaplan Professional staff in ensuring that all Superseded Training Products are transitioned appropriately and within the designated timeline for Transition.
- ensure that appropriate Transition arrangements are put in place and that students are notified and consulted, as necessary.
- ensure that materials and tools to enable new Training Products added to Kaplan Professional's Scope of registration are acquired and available to students and all relevant staff.
- ensure that the resource requirements are met for applications to add not equivalent qualifications, skill sets and units of competency to scope.

Definitions

ASQA	The Australian Skills Quality Authority is the regulator for vocational education.
Deleted	When a Training Product is Deleted on the National Register from a training package, it is not replaced because it is no longer required by industry. An RTO cannot enrol new students after it has been announced that the Training Product is Deleted.
Equivalent	When a new or revised training package is release on the National Register, it identifies all qualifications, skill sets and units of competency classified as 'Equivalent' to a current training package product. If an RTO has one of these Equivalent Training Products on their Scope of registration, the RTO's scope will be updated with the new, Equivalent Training Product.

National Register	Public register of all training packages on training.gov.au which are approved for an industry sector for RTOs to use to develop training products. The public register includes the requirements of qualifications, skill sets and units of competency.
Not equivalent	When the revision of a training package product changes its outcome, the new version becomes 'Not Equivalent' to the Superseded product. ASQA considers Not Equivalent packages to be new products. As for any new product, ASQA undertakes a risk assessment before approving and adding them to the RTO's Scope of registration.
Scope of registration	means the Training Products for which an RTO is registered to issue AQF certification documentation. The Scope of registration for an RTO is listed on the National Register.
Superseded	When a new or revised Training Product is released, the previous training product is Superseded. When the 12-month transition period ends, the RTO may no longer enrol students or issue certificates for the Superseded training product.
Extended transition	If ASQA approves an extension to a Transition period, this allowance will apply to all RTOs delivering the specific Training Product to the identified learner group.
Training product	is an AQF qualification, skill set, unit of competency, accredited short course or module.
Transition	When DEWR revises a Training Product, there is a 12-month Transition period (formerly known as teach out) for students in the previous version to complete their studies or Transition to the new version.
VET accredited course	means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses.

Policy Principles

Superseded training products

In the case of a training product being Superseded, the new training product should be implemented as soon as possible, but no later than twelve months from the endorsement date published on the National Register.

When a training product is Superseded and Equivalent to the previous Superseded version, Kaplan Professional must transfer all currently enrolled students into the revised training product or complete the student in the Superseded product (Transition), within 12 months of endorsement of the new product.

The Transition period includes issuing the qualification or statement of attainment. Once the training product has been removed from Kaplan Professional's Scope of registration, which will occur automatically once the Transition period has ended, Kaplan Professional can no longer issue that qualification or statement of attainment. The only exception to this is if replacement certification needs to be issued to a student.

Amendments to the scope of registration

If a new training product is determined by the training package developer to be *equivalent* to the Superseded version, the new product will automatically be added to Kaplan Professional's Scope of registration as displayed on the National Register.

If a new training product is determined to be *Not Equivalent* to the Superseded product, Kaplan Professional will be required to apply to ASQA to have the new training product added to its scope of registration.

ASQA General Direction: Resourcing requirements—for applicants seeking initial registration or change to Scope of registration indicates that when a training product is Superseded and is Not Equivalent that:

‘Applicants are expected to have access to all required resources for each training product included in the application at the time of submitting the application. Resources include trainers and assessors, educational and support services, learning resources, facilities, equipment, assessment systems and an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)-compliant student management system or data entry tool.’

A Quality Review is conducted before Kaplan Professional applies to ASQA to add a new qualification, skill set or unit to its Scope of registration, to ensure compliance before seeking approval from ASQA.

See the General Direction for more detailed information on the resource requirements at the time of submission.

It should also be noted that Kaplan Professional cannot market or advertise a qualification or units until they are approved by ASQA and added to Kaplan Professional's Scope of registration on the National Register.

Extended transition period

ASQA authorises and maintains a list of Transition extensions that have been granted at: <https://www.asqa.gov.au/rto/change-scope/transition-items/training-products-current-transition-extensions>

If required, Kaplan Professional may apply for a **transition** extension at <https://www.asqa.gov.au/rto/change-scope/when-training-products-change/apply-transition-extension>.

Kaplan Professional would need to demonstrate to the VET Regulator how the request will benefit RTOs, students and/or the relevant industry. Administrative errors or delays in preparing delivery materials are not valid reasons for a Transition extension.

In order to ensure there is adequate time, lodgement of extension requests must occur at least [180 days before the current Transition period ends](#).

Deleted training products

If a qualification is discontinued entirely, that is there is no new product to Transition to, the teach-out period is two years from the date it is deemed to be Deleted. This happens when the training package no longer has sufficient demand for the qualification to be maintained on the National Register.

If a unit of competency, skill set or short course is discontinued, the teach-out period is twelve months.

The Kaplan Professional must not enrol students in a Deleted Training Product once the deletion has been announced on the National Register.

Transitioning students

Kaplan Professional will review the status and progress of all currently enrolled students to determine their capacity to complete the requirements of the qualification or course in which they are enrolled during the Transition period.

Students who are unable to complete within the Transition period will be required to Transition to the new Training Product if they wish to complete the qualification or course. New enrolments may be taken during the Transition period for Superseded products on the condition that new students are made aware on enrolment of the upcoming requirement to Transition to the new Training Product.

Notwithstanding the above, it is preferable that students receive the most recent qualification or statement of attainment, therefore Transition to the new product is the preferred option.

Transitioning or completion plan

When a new Training Product is Superseded, replaced or Deleted, Kaplan Professional will develop a Transition or completion plan for student cohorts, or individual students, if necessary, to facilitate the process.

Kaplan Professional will ensure that all students, staff and other stakeholders affected by a Training Product update or deletion are made aware that this has occurred, and of the requirements to either complete the course or Transition to the new product, prior to the end of the Transition period.

Updating or replacing training and assessment strategies, materials and advertising

Once a Training Product has been Superseded or replaced, Kaplan Professional will commence the Training Product development process including:

- reviewing the relevant Training Product from training.gov.au.
- determining the Transition date, changes required and proposed implementation date.
- updating the relevant training and assessment strategy, and all related training and assessment tools and resources to reflect the requirements of the new product.
- ensure advertising accurately reflects the status of any superseded products offered during Transition.

See the VET Workforce Policy for the steps in ensuring trainers, tutors and assessors are current and competent for the release of an updated Training Product.

Superseded units in a qualification

Sometimes a qualification or a VET accredited course will include, as a core unit or named elective, a unit of competency from another training package that has been Superseded, Deleted or removed from that training package.

In these cases, Kaplan Professional must continue to deliver the Superseded, Deleted or removed unit as it is named in the qualification or course on the National Register. The exception to this is if a statement is made in the revised training package that the industry would prefer, or intends, that the new unit is delivered in place of the Superseded unit.

Kaplan initiated discontinuation of training products

Apart from cases where Training Products may be Deleted by training package developers, Kaplan Professional may make a business decision to stop delivering a course, qualification or skill set.

In such cases, the Training Product Discontinuation Policy will be followed.

Monitoring Training Product Currency

The Chief Executive Officer ensures that Kaplan Professional is registered with training.gov.au to receive notifications for each Training Product listed on Kaplan Professional's Scope of registration.

Kaplan Professional regularly monitors its *Scope of Registration* on the National Register to ensure that:

- The Training Products listed are current and have not been superseded,
- The latest versions of each Training Product are being used, and
- The Training Product Register is up to date.

Sometimes Kaplan Professional may use the option in the electives of the Training Product on the National Register to import a unit from another Training Package. In this case, Kaplan Professional will regularly check the imported unit and if it is found that the imported unit is Superseded, a replacement unit will be required in a new version of the Kaplan Professional course.

Complaints and Appeals

Students who are dissatisfied with the application of this Policy, or who wish to appeal a decision made by Kaplan, may refer to the School's Grievances, Complaints and Appeals Policy (available on Kaplan Professional's website) for information regarding their options.

Relevant Legislation

As a registered training organisation, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below, please find the most relevant legislation which apply to this policy:

- Compliance Standards for RTOs and Fit and Proper Person Requirements 2025 14.1-14.2
- Australian Qualifications Framework (AQF)
- ASQA General Direction: Resourcing requirements—for applicants seeking initial registration or change to Scope of registration.

Related Policies

This Policy should be read in conjunction with the following Kaplan policies available on Kaplan Professional website:

- Certification Issuance Policy
- Training and Assessment Strategy Policy
- Training Product Discontinuation Policy.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

Policy Category	Academic			
Responsible Officer	General Manager Academic Content Development Head of Academic Operations and Engagement			
Implementation Officers	Manager/s Academic Content Development Manager/s Academic Operations and Engagement Head of Operations Head of Student Experience			
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3.0	Quality, Regulations and Standards	Changed to new template. Added definitions. Added General Direction on Resources.	26.08.2021	02.09.2021
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