Australian Institute of Management

PROCEDURE: A1.0-P1.0

SCOPE VARIATION

1.0 INTRODUCTION

1.1 Related Policy

Scope Variation

1.2 Purpose

This procedure outlines the processes involved in the addition and removal of a training product from the AIM Scope of Registration.

1.3 Scope

This procedure applies to all AIM staff involved in processes related to scope variation.

1.4 Scope Exceptions

The procedure only applies to new and non-equivalent nationally recognised qualifications and accredited courses on the AIM scope . It does not apply to transitioning equivalent training products.

2.0 RESPONSIBILITIES

2.1 Scope Variations: Addition to and Removal from Scope

1. The Chief Executive Officer (CEO) is responsible for approving any additions to or removals from the AIM Scope of Registration.

2. The Executive Director AIM is responsible for endorsing any new training products to be added to scope and confirming AIM has the required resources, facilities and equipment as outlined in the training package or accredited course, and for endorsing the removal of any training products from scope following consultation with relevant internal stakeholders.

3. The Head of Academic Delivery VET is responsible for ensuring that AIM has qualified and current trainers and assessors for each unit/subject of the new training product, and for ensuring that there are no enrolled nor deferred students in training products planned for removal.

4. The Head of VET Product is responsible for ensuring that all training and assessment resources are available and ready for delivery, meeting all training package qualification or accredited course requirements and for the provision of additional evidence for Training and Education (TAE) Training Products, accredited courses and industry approval for certain products as required by ASQA.

5. The VET Compliance and Operations Manager is responsible for completing the compliance and administration requirements and submitting the application and CEO Declaration to ASQA on asqanet.

6. The Chief Financial Officer is responsible for approving the fees payable for scope additions.

3.0 PROCEDURE

3.1 Addition to Scope

1. The Executive Director AIM consults with the Executive Leadership team on the training product planned for addition in accordance with the Training Product Lifecycle Policy and Procedure. The Executive Leadership team endorse the proposal and the CEO approves the addition to scope.

2. The Executive Director AIM advises the VET Compliance and Operations Manager, the Head of Academic Delivery VET and the Head of VET Product to commence the scope addition process.

3. The VET Compliance and Operations Manager liaises with the Head of Academic Delivery VET and the Head of VET Product to confirm all resources, facilities and equipment, are ready for delivery and any additional evidence as required is prepared.

4. The VET Compliance and Operations Manager ensures relevant sign offs are recorded on the Addition to Scope Statement of Compliance. The VET Compliance and Operations Manager provides the completed Addition to Scope Statement of Compliance to the CEO, obtains the CEO Declaration, and submits the application and relevant additional evidence to add the new training product to AIM's scope on asqanet.

5. The VET Compliance and Operations Manager advises the Director of Marketing and the Head of Academic Delivery VET once ASQA has granted approval for the new training product so marketing and delivery planning can commence and also informs the Executive Director AIM and the Head of VET Product.

3.2 Removal from scope

1. The Executive Director AIM consults with the Executive Leadership team on the training product planned for removal in accordance with the Training Product Lifecycle policy and procedure. The Executive Leadership team endorse the proposal and the CEO approves the removal from scope.

2. The Executive Director AIM advises the VET Compliance and Operations Manager to commence the scope removal process.

3. The VET Compliance and Operations Manager informs the VET Product Team and the Head of Academic Delivery VET who confirms there are no enrolled students in the Training Product planned for removal.

4. The VET Compliance and Operations Manager obtains the CEO Declaration and submits the application to remove the training product from AIM's scope on asqanet.

5. The VET Compliance and Operations Manager confirms with the Director of Marketing of the removal date so that the training product will no longer be advertised.

4.0 DEFINITIONS

- ASQA - the Australian Skills Quality Authority.

- Accredited course – Course that has been independently assessed and meets the Standards for VET Accredited Courses 2021 and the Australian Qualification Framework. An accredited course meets a training need not covered by a training package qualification and it needs to be nationally recognised.

- 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. ASQA will automatically add transitioning equivalent training products to scope.

- 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. RTOs need to apply to add new, non-equivalent training package qualifications and units of competency to scope.

- 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

- Scope Variation Policy
- Addition to Scope Statement of Compliance
- Training Product Lifecyle Policy and Procedure

- Transition and Teach Out Policy and Procedure and Templates
- Standards for Registered Training Organisations (RTOs) 2015

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	Reviewed on July 2022
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	VET Compliance and Operations Manager
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	VET Compliance and Operations Manager- Brenda Cleaver Email: Brenda.cleaver@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A1.0-P1.0	13 September 2022	VET Compliance and Operations Manager	New procedure.