Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 0?001K

Amendment to Scope of Registration Procedure

Contents

1. Associated policy

This procedure has been developed in conjunction with the   .

This procedure is to be read in conjunction with:

- *Amendment to Scope of Registration Policy*

- *Training and Assessment Policy*

- *Training and Assessment Strategy (TAS) Development Policy*

- *Course Closure Procedure*

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- proposals to amendment CIT's scope of registration with the intention of awarding an Australian Qualification Framework (AQF) qualification or issuing a Statement of Attainment
- all staff involved in amendments to CIT's scope of registration.

This procedure describes the principles applied when CIT amends its scope of registration and the responsibilities of staff involved in amendments to CIT's scope of registration.

This procedure does not apply to specific nationally accredited training products advised by ASQA as per the terms of the CIT Delegation Agreement.

3. Procedures

3.1   New training products

Decisions to add new nationally accredited training products to the scope of registration will be informed by stakeholder engagement, college directors and the Executive Management Committee. An evidence-based business case will be prepared in all instances.

The Board and the relevant Minister will provide written approval change the fields of vocational education and training in accordance with the   (ACT).

Step	Action	Responsibility
	Advise the Education Desing and Delivery Lead of the Executive Management Committee decision.	
5	Confirm the assessment development plan and advise the relevant College Director and Head of Department of pre-delivery review of assessment materials.	Head of Department Program Services
6	Develop training and assessment tools (Refer: *Curriculum Development Procedure*)	Head of Department
7	Plan pre-delivery validation of assessments in consultation with the Head of Department Program Services as per CIT *Assessment Validation Procedure.*	Head of Department Education Quality
8	Complete the process for the development, approval and endorsement of the TAS in accordance with *TAS Development Policy* and *TAS Review and Approval Procedure.*	Education Design and Delivery Lead
9	Complete Quality Review prior to addition to scope and provide outcomes to Head of Department Program Services.	Head of Department Education Quality
10	Address rectifications required following quality review.	Head of Department
11	Complete addition to scope of registration application, including supporting documentation, and submit to the Academic Council Teaching and Learning Quality Committee.	Head of Department Program Services
12	Consider the scope of registration application and advise the Executive Management Committee when the new training product has been developed, quality assured and is ready for addition to scope. Note additions to scope of registration in the records of meetings.	Academic Council, via the Teaching and Learning Quality Committee
13	Where the addition of the course results in CIT adding a field of study to training and assessment options, recommend to the Board and	

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Step	Action	Responsibility
	product to the scope of registration via online ASQAnet after obtaining signed CEO declaration.	
16	Issue a formal notice of the addition of training product/s to the scope of registration to all parties including: • Executive Management Committee • Academic Council • Education Desing and Delivery Lead • Industry and Innovation Lead • Senior Education leader • General Manager CITSOL.	Academic Registrar
17	Record the additional training product on Changes to Scope of Registration Register in preparation for annual report.	Academic Registrar

3.2   Existing training products

Additions to the scope of registration may occur:
- automatically by ASQA when a training product listed on CIT's scope of registration becomes superseded by equivalent new versions
- under the terms of the Delegation Agreement with ASQA for non-equivalent versions of superseded training products
- when accreditation for a VET Accredited Course expires and approval is required from ASQA to include the course on the scope of registration.

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3.2.1 Automatic Additions to Scope of Registration (superseded training products)

Step	Action	Responsibility
1	Monitor and records notifications of automatic additions to scope of registration.	Academic Registrar
2	Provide email notice to all relevant parties, of aut,22rd5.4 (To\X)A7Wou)5)2.3 i14 (io Mt n67.5 (2MCID 256Tw 0(2N	

Step	Action	Responsibility
4	Develop a transition plan for non-equivallance plan for non-equivallance plan	

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Step	Action	Responsibility
	• Industry and Innovation Lead • General Manager CITSOL.	
15	Record the additional training product on Changes to Scope of Registration Register in preparation for annual report.	Academic Registrar

3.2.3 Expiry of VET Accredited Course

Step	Action	Responsibility
1	Monitor expiry dates for CIT owned and adopted (external) VET accredited courses.	Academic Registrar
2	For CIT owned courses, twelve months before the expiry date, contact the Education Design and Delivery Lead to determine intention to apply for re-accreditation of the VET accredited course. For adopted external courses, six months before the expiry date, determine intention to apply for re-accreditation of the VET accredited course from the Education Design and Delivery Lead.	Academic Registrar

3   **CIT Confirms intention to Re-accredit CIT owned VET Accredited Course:**

- submit application to ASQA for course renewal six months before the expiry date on the national registrar
- if course renewal is not approved, follow *Course Transition Policy* and *Course Transition Procedure*
- if intention to renew is approved, prepare, and submit course document to ASQA at least 90 days before the expiry date
- add to scope of registration (equivalent or non-equivalent)
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Step	Action	Responsibility
	Confirm CIT intends to proceed to deliver the new course: • liaise with VET Accredited Course owner regarding proposed course content and prepare a Transition Plan to enable transition to a new VET Accredited Course in a timely manner • add to scope of registration. Follow *Course Transition Policy* and *Course Transition Procedure*.	
	Add to scope of registration (equivalent or non-equivalent) in accordance with *Amendment to Scope of Registration Policy* and this procedure.	Academic Registrar

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Step	Action	Responsibility
3	Minute notification of automatic deletions from the scope of registration at each meeting of the Academic Council.	Academic Council
4	Agenda notifications of automatic deletions from scope of registration at the next team meeting and lead discussion with the team regarding deleted nationally accredited training products. Minute decisions.	Head of Department
5	Prepare a plan to complete delivery and issue certification documentation within the transition period and for entry of all grades into the learner management system (LMS Banner) one month before the end date published on TGA. Refer: *Course Transition Policy*.	Education Design and Delivery Lead Academic Registrar
5	Issue certification	Academic Registrar

3.3.2 Non-equivalent versions of superseded training proosibanten2 (d)5 8d(i Td(3 (i)(t)-

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Step	Action	Responsibility
	• Executive Design and Delivery Lead • Industry and Innovation Lead • Senior Education Leader • General Manager CITSOL.	
5	Record deletion of nationally accredited training product on Changes to Scope of Registration Register. Advise all stakeholder that no new enrolments will be permitted.	Academic Registrar

4. Supporting Documents

4.1 Related Legislation/Regulation

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4.2 Related Policy and Procedures

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4.3 Related Document-2.4 (e) Sp 32.38d( )TECBdy/HAV9DBC g/C2 O Tf11.0-01.033 295m