



# Amendment to Scope of Registration Procedure

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## 1. Associated policy

This procedure has been developed in conjunction with the *Amendment to Scope of Registration Policy*.

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 amend 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 *Canberra Institute of Technology Act 1987 (ACT)*.



Step	Action	Responsibility
1	<p>Consult stakeholders and prepare an evidence-based business case to recommend adding a nationally accredited training product not previously on the scope of registration.</p> <p>Note: stakeholders may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• employers</li> <li>• licensing bodies</li> <li>• industry partners</li> <li>• ACT Government (e.g., Skills Canberra)</li> <li>• unions</li> <li>• community organisations.</li> </ul> <p>Note: criteria to be considered may include:</p> <ul style="list-style-type: none"> <li>• skills demand (labour market intelligence) and government training priorities</li> <li>• projected enrolments (three-five year period)</li> <li>• funding sources (government-subsidised or fee-for-service)</li> <li>• if the qualification is approved as an Australian Apprenticeship pathway by the State Training Authority</li> <li>• indicative student cohorts</li> <li>• the likelihood of employers of Australian Apprentices meeting their obligations to support the training</li> <li>• delivery modes</li> <li>• competitor and training market analysis</li> <li>• resource requirements</li> <li>• total course revenue and costs.</li> </ul>	Education Design and Delivery Lead/General Manager CITSOL
2	Submit the evidence-based business plan and the recommendation to add a nationally accredited training products to the scope of registration to the Academic Council Teaching and Learning Quality Committee for endorsement.	Education Design and Delivery Lead
3	<p>Review recommendations and the supporting business case for additions to the scope of registration.</p> <p>Communicate decisions to endorse changes to scope of registration to Executive Management Committee.</p>	Academic Council, via Teaching and Learning Quality Committee
4	Consider Academic Council endorsement and decide whether to proceed with developing TAS and course resources.	Executive Management Committee

Step	Action	Responsibility
	Advise the Education Design 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: <b>Curriculum Development Procedure</b> )	Head of Department
7	Plan pre-delivery validation of assessments in consultation with the Head of Department Program Services as per CIT <b>Assessment Validation Procedure</b> .	Head of Department Education Quality
8	Complete the process for the development, approval and endorsement of the TAS in accordance with <b>TAS Development Policy</b> and <b>TAS Review and Approval Procedure</b> .	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 Minister to approve the addition of the field of study.	Executive Management Committee
	Written approval provided by the CIT Board and relevant Minister and communicate to the ASQA Delegate.	CIT Board Secretariat
14	Confirm authority for the addition to scope of registration and communicate decision to Education Design and Delivery Lead and Academic Registrar.	Executive Director, Education Futures and Students
15	Confirm approval from the Executive Director, Education Futures and Students, for addition to the scope of registration. Add new training	Academic Registrar

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: <ul style="list-style-type: none"> <li>• Executive Management Committee</li> <li>• Academic Council</li> <li>• Education Design and Delivery Lead</li> <li>• Industry and Innovation Lead</li> <li>• Senior Education leader</li> <li>• General Manager CITSOL.</li> </ul>	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.

### 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 automatic additions to scope including: <ul style="list-style-type: none"> <li>• Executive Management Committee</li> <li>• Academic Council Teaching and Learning Quality Committee (TLQC)</li> <li>• Education Design and Delivery Lead</li> <li>• Relevant College Director</li> <li>• Relevant Head/s of Department</li> <li>• Head of Department Program Services</li> <li>• Head of Department Education Quality</li> <li>• General Manager CITSOL</li> <li>• Senior Manager, Australian Apprenticeships</li> </ul>	Academic Registrar
3	Agenda notifications of automatic additions to scope of registration at the next team meeting and lead discussion with the team regarding adoption of new nationally accredited training products. Minute decisions.	Head of Department
4	Consult stakeholder and prepare an evidence based workplan to recommend the continuation of delivery or course closure.  Submit the workplan to the College Director  (Refer: <b><i>Course Closure Procedure</i></b> )	Head of Department
5	Submit the workplan and recommendations to the Senior Education Leader and Education Design and Delivery Lead for approval to proceed with training product development	College Director
6	Jointly consider the workplan for the continuation of delivery or course closure and advise the College Director whether to proceed with developing a TAS, Transition Plan and training products.  Advise Academic Council the decision for noting.	Senior Education Leader Executive Design and Delivery Lead
7	Minute notification of automatic additions to scope of registration at each meeting of the Academic Council.	Academic Council
8	Follow the <b><i>Training and Assessment Strategy (TAS) Development Policy</i></b> to develop TAS for the new nationally accredited training product.	Education Design and Delivery Lead

Step	Action	Responsibility
	Refer: <b><i>Training and Assessment Strategy (TAS) Development Procedure</i></b> and <b><i>Training and Assessment Strategy (TAS) Development Review and Approval Procedure</i></b>	
9	Develop a transition plan for superseded training products already on scope in accordance with <b><i>Course Transition Policy</i></b> and <b><i>Course Transition Procedure</i></b>	Head of Department Head of Department Program Services
10	Follow the <b><i>Course Transition Policy</i></b> and <b><i>Course Transition Procedure</i></b> to develop and action a Transition Plan.  <b>Refer: <i>Course Transition Policy</i> and <i>Course Transition Procedure</i></b>	Education Design and Delivery Lead
11	Complete a Quality Review and follow <b><i>Curriculum Development Procedure</i></b> to ensure curriculum meets new nationally accredited training product requirements.	Education Design and Delivery Lead

### 3.2.2 Non-equivalent versions of superseded training products

Step	Action	Responsibility
1	Consult stakeholders and prepare an evidence-based workplan to recommend adding a nationally accredited training product to the scope of registration including: <ul style="list-style-type: none"> <li>non-equivalent versions of superseded training products already on scope</li> <li>training products not previously on the scope of registration.</li> </ul>	Education Design and Delivery Lead
2	Submit the workplan and the recommendation to add a nationally accredited training products to the scope of registration to the Senior Education Leader and Executive Design and Delivery Lead for approval to proceed with training product development.	College Director
3	Jointly consider the workplan for the manual addition and advise the College Director whether to proceed with developing a TAS, Transition Plan and training products.	Senior Education Leader Education Design and Delivery Lead

Step	Action	Responsibility
4	Develop a transition plan for non-equivalent versions of superseded training products already on scope in accordance with <b>Course Transition Policy</b> and <b>Course Transition Procedure</b> .	Education Design and Delivery Lead
5	Confirm the assessment development schedule and advise the Head of Department of pre-delivery assessment review of assessment resources prior to delivery.	Head of Department Program Services
6	Complete the process for the development, approval and endorsement of the TAS in accordance with <b>TAS Development Policy</b> and <b>TAS Review and Approval Procedure</b> .	College Director
7	Complete Quality Review and provide outcomes to Head of Department Program Services.	Head of Department Education Quality
8	Address rectifications required following Quality Review.	Head of Department
9	Complete addition to Scope of Registration application including supporting documentation and submit to: <ul style="list-style-type: none"> <li>• Academic Registrar</li> <li>• Academic Council, via the Teaching and Learning Quality Committee.</li> <li>• Executive Management Committee for noting.</li> </ul>	Head of Department Program Services
12	Note additions to scope of registration in the records of meetings.	Academic Council, via Teaching and Learning Quality Committee
13	Confirm addition to Scope of Registration and advise the ASQA Delegate to finalise the communications with ASQA.	Executive Management Committee
14	Confirm authority for the addition to Scope of Registration and communicate decision to Education Design and Delivery Lead and Senior Education Leader.	Executive Director, Education Futures and Students
15	Confirm approval from ASQA Delegate for addition to scope. Add new training product to the scope of registration via online ASQAnet after obtaining signed CEO declaration.	Academic Registrar
16	Issue a formal notice of the addition of training product/s to the scope of registration to all parties including: <ul style="list-style-type: none"> <li>• Executive Management Committee</li> <li>• Academic Council, via Teaching and Learning Committee</li> <li>• Education Design and Delivery Lead</li> </ul>	Academic Registrar



Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>Industry and Innovation Lead</li> <li>General Manager CITSOL.</li> </ul>	
17	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	<p>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.</p> <p>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.</p>	Academic Registrar
3	<p><b>CIT Confirms intention to Re-accredit CIT owned VET Accredited Course:</b></p> <ul style="list-style-type: none"> <li>submit application to ASQA for course renewal six months before the expiry date on the national registrar</li> <li>if course renewal is not approved, follow <b>Course Transition Policy</b> and <b>Course Transition Procedure</b></li> <li>if intention to renew is approved, prepare, and submit course document to ASQA at least 90 days before the expiry date</li> <li>add to scope of registration (equivalent or non-equivalent)</li> <li>ensure there are no new enrolments or any advertising past the expiry date of the existing course, while waiting for registration of new course.</li> </ul>	<p>Education Design and Delivery Lead</p> <p>Academic Registrar</p>
	<p>Confirm ASQA decision to renew the VET accredited and that the course is nationally registered.</p> <p>Add to scope of registration (equivalent or non-equivalent) in accordance with <b>Amendment to Scope of Registration Policy</b> and this procedure.</p> <p>Ensure there are no new enrolments or any advertising past the expiry date of the existing course, while waiting for registration of new course.</p>	Academic Registrar
4	<p><b>External Owner of VET Accredited Course confirms the intention to renew the course.</b></p> <p>External owner confirms intention to reaccredit VET Accredited Course.</p>	<p>Via the Education Design and Delivery Lead</p> <p>Academic Registrar</p>

Step	Action	Responsibility
	Confirm CIT intends to proceed to deliver the new course: <ul style="list-style-type: none"> <li>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</li> <li>add to scope of registration.</li> </ul> Follow <b>Course Transition Policy</b> and <b>Course Transition Procedure</b> .	
	Add to scope of registration (equivalent or non-equivalent) in accordance with <b>Amendment to Scope of Registration Policy</b> and this procedure.	Academic Registrar
5	<b>VET Accredited Course owner confirms no intention to re-accredit the course (whether CIT owned or externally owned)</b> Follow <b>Course Transition Policy</b> and <b>Course Transition Procedure</b> .  For CIT developed VET Accredited Course: <ul style="list-style-type: none"> <li>ASQA is notified in a timely manner</li> <li>advise any registered training organisations (RTOs) that are licensed to use the course that it has expired.</li> </ul>	Education Design and Delivery Lead

### 3.3 Deletions from the Scope of Registration

Deletions from the scope of registration may occur:

- automatically by ASQA when the transition period passes, or the date of expiry is reached for a superseded training product that is currently on the scope of registration. (see 3.3.1 below)
- under the terms of the Delegation Agreement with ASQA for non-equivalent versions of superseded training products. (see 3.3.2 below)
- as an outcome of a decision by CIT to close a course (refer: **Course Closure Procedure**).

#### 3.3.1 Automatic Deletions

Step	Action	Responsibility
1	Monitor and record notifications of automatic deletions from scope of registration.	Academic Registrar
2	Provide email notice of deletion to all relevant parties including: <ul style="list-style-type: none"> <li>Relevant College Director</li> <li>Relevant Head/s of Department</li> <li>Head of Department Program Services</li> <li>Head of Department Quality Services</li> <li>General Manager CITSOL</li> <li>Executive Design and Delivery Lead</li> <li>Chair Academic Council</li> <li>Senior Manager, Australian Apprenticeships</li> </ul>	Academic Registrar

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: <b>Course Transition Policy</b> .	Education Design and Delivery Lead Academic Registrar
5	Issue certification	Academic Registrar

### 3.3.2 Non-equivalent versions of superseded training products

Nationally accredited training products that are no longer required must be removed from the scope of registration.

Annual planning may identify nationally accredited training products that are a risk to the financial viability of CIT and where course closure is recommended (refer: **Course Closure Procedure**).

The Academic Council (either directly or through delegation to management) make the final decision to remove a course from the scope of registration (refer: **Course Closure Procedure**).

Step	Action	Responsibility
1	Follow <b>Course Closure Procedure</b> including developing and implementing approved: <ul style="list-style-type: none"> <li>stakeholder engagement plan</li> <li>student transition plan</li> <li>industrial relations plan.</li> </ul>	Education Design and Delivery Lead
2	Instruct the CIT Academic Registrar to remove nationally accredited training products from scope of registration.	Executive Director, Education Futures and Students
3	Delete nationally accredited training product from scope of registration via online ASQAnet interface after obtaining signed CEO declaration.	Academic Registrar
4	Issue a formal notice of the deletion of training product/s to the scope of registration to all parties including: <ul style="list-style-type: none"> <li>Executive Directors</li> </ul>	Academic Registrar

Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>Executive Design and Delivery Lead</li> <li>Industry and Innovation Lead</li> <li>Senior Education Leader</li> <li>General Manager CITSOL.</li> </ul>	
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

- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- *Instrument of Delegation (ASQA)*
- [National Vocational Education and Training Regulator Act 2011 \(Clth\)](#)
- [Standards for VET Regulators 2015 \(Clth\)](#)
- [VET Quality Framework](#)

### 4.2 Related Policy and Procedures

- [Amendment to Scope of Registration Policy](#)
- *Course Transition Policy*
- [Course Closure Policy](#)
- [Training and Assessment Strategy Development Policy](#)
- [Assessment Validation Procedure](#)

### 4.3 Related Documents

- Quality Review Prior to Scoping template

## 5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following terms are provided here in the context of this procedure.

<b>Course Document</b>	The legal specification of a VET accredited course in the prescribed format. The course document describes essential course information and provides the basis for the development of strategies for training and assessment for each training provider.
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<b>Delegation Agreement</b>	<p>The Australian Skills Quality Authority (ASQA) has delegated functions to CIT in a Delegation Agreement, in accordance with sections 224(2) and 226(1) of the National Vocational Education and Training Regulator Act 2011 (Commonwealth).</p> <p>The delegated functions are to grant applications for amendments in CIT's scope of registration and ensure that details of CIT's scope of registration are included on the National Register (TGA).</p> <p>This delegation applies to adding nationally recognised qualifications and training products, to CIT's scope of registration where CIT has the capacity to deliver in accordance with the requirements of the Vocational Education and Training (VET) Quality Framework.</p>
<b>Quality Assurance arrangements</b>	<p>Procedures and any supporting documents, such as guidelines, outlines of roles and responsibilities, forms, and templates. These documented arrangements demonstrate how CIT operates, including how it implements, monitors and reviews the system specifically in relation to the delegated functions, in accordance with Schedule 2 of the ASQA Delegation Agreement that quality assurance arrangements should be coherent, comprehensive, implemented, and reviewed.</p>
<b>VET accredited course</b>	<p>A course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses 2021.</p>