

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 amendment

Step	Action	Responsibility
	Advise the Education Design and Delivery Lead of the Executive	103TQq67

3.2.1 Automatic Additions to Scope of Registration (superseded training products)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: Executive Management Committee Academic Council Education Design and Delivery Lead Industry and Innovation Lead General Manager CITSOL.	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	Minute notification of automatic additions to scope of registration at each meeting of the Academic Council.	Academic Council
5	Follow the <i>Training and Assessment Strategy (TAS) Development Policy</i> to develop TAS for the new nationally accredited training product. Refer: <i>Training and Assessment Strategy (TAS) Development Procedure</i> and <i>Training and</i>	

3.2.2 Non-equivalent versions of superseded training products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adding a nationally accredited training product to the scope of registration including: non-equivalent versions of superseded training products already on scope training products not previously on the scope of registration.	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
4	Develop a transition plan for non-equivalent versions of superseded training products already on scope in accordance with <i>Course Transition Policy</i> and <i>Course Transition Procedure</i> .	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 <i>TAS Development Policy</i> and <i>TAS Review and Approval Procedure</i> .	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: Academic Registrar Academic Council, via the	

Step	Action	Responsibility
	if intention to renew is approved, prepare, and submit course document to ASQA at least 90 days before the expiry date	

Step	Action	Responsibility
1	Follow <i>Course Closure Procedure</i> including developing and implementing approved: stakeholder engagement plan student transition plan	

