

# TAFE NSW Scope Management Policy

Approved by: Chief Product and Quality Officer

Approval date: 5 August 2025

## Acknowledgement of Country

In the spirit of reconciliation, TAFE NSW acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Country throughout Australia and their connections to land, sea, and community. We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

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## Section 1. Purpose

- 1.1 The purpose of this RTO Scope Management Policy is to ensure that TAFE NSW maintains, monitors, and manages its scope of registration in full compliance with the requirements of the Outcome Standards for 2025 and applicable regulatory obligations.
- 1.2 The TAFE NSW scope of registration refers to the Vocational Education and Training (VET) training package qualifications, accredited courses, and explicit units of competency that the organisation is approved to deliver, as listed on the National Register (training.gov.au).
- 1.3 This policy promotes transparency, ensures regulatory compliance, and supports high-quality outcomes for students. It is aligned with all relevant regulatory frameworks and legislative instruments, including:
  - a. [Australian Qualifications Framework \(AQF\)](#).
  - b. [Standards for Vocational Education and Training \(VET\) Accreditation courses 2021](#).
  - c. [National Vocational Education and Training Regulator \(Outcome Standards for NVR Registered Training Organisations\) 2025](#).
  - d. [Standards for Registered Training Organisations Compliance Requirements \(2025\)](#)
  - e. [Standards for Registered Training Organisations Credentials Policy \(2025\)](#)
  - f. [Education Services for Overseas Students Act 2000 \(ESOS Act\)](#) and
  - g. [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code\)](#).
  - h. [Education Services for Overseas Students \(ESOS\) Regulations 2019](#)
  - i. [ELICOS Standards 2018](#)
  - j. And any other relevant licensing, contractual and regulatory requirements.

## Section 2. Scope and Audience

- 2.1 This Policy applies to all staff, contractors, and third parties involved in the delivery, marketing, administration, or management of qualifications, accredited courses, and explicit units of competency listed on the TAFE NSW RTO scope of registration.
- 2.2 Scope management encompasses the processes by which the RTO ensures that all training and assessment activities align with its approved scope of registration, as listed on the National Register and the Commonwealth Register of International Courses for Overseas Students (CRICOS). This includes processes for adding, amending, transitioning, or removing items from scope, as well as ensuring ongoing compliance in advertising and certification practices.
- 2.3 The implementation of this Policy is supported by related TAFE NSW policies and procedures, including but not limited to the [Add Training Product to Scope of Registration Procedure](#), the [Transition of Superseded Training Products Procedure](#), the [Third-Party Agreement Policy](#), the

[Add or Change Training Product or Location on CRICOS Procedure](#) and other compliance and governance frameworks referenced herein.

## Section 3. Policy requirements

- 3.1 The Managing Director TAFE NSW is the Delegate who will approve any variation to scope subject to availability of all relevant resourcing and quality assurance of documentation.
- 3.2 Decisions regarding adding or removing items from scope will consider strategic alignment with TAFE NSW's profile and priorities, current and forecast market demand, operational readiness, and any risks relating to capacity or potential non-compliance. Scope additions will support TAFE NSW's commitment to quality improvement and sustainable delivery.
- 3.3 All scope changes will be approved in accordance with applicable legislative and regulatory requirements before being marketed or offered to prospective or current students.
- 3.4 TAFE NSW will only advertise, deliver, and issue qualifications, accredited courses, and units of competency that are explicitly listed on its current scope of registration as recorded on the National Register ([training.gov.au](http://training.gov.au)). Any additions, removals, or amendments to the TAFE NSW scope of registration must be formally applied for and approved by the Australian Skills Quality Authority (ASQA) through the asqanet portal before implementation.
- 3.5 TAFE NSW, as a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), will apply to vary its CRICOS registration before implementing any changes to its delivery of courses to international students. This includes changes such as adding or removing VET courses, adjusting student capacity or tuition fees, adding, or removing delivery locations, altering course duration or delivery mode, or modifying mandatory work-based training components. These processes are managed under the [Add or Change Training Product or Location on CRICOS Procedure](#).

### Adding to Scope

- 3.6 Before applying to add new training products to its scope, TAFE NSW will ensure it meets all relevant Outcome Standards for RTOs 2025, and as specified in the relevant training package, accredited course, and explicit units of competency. This is enacted through the [Course Design, Delivery and Review Policy](#) and the [Master Cohort Training and Assessment \(MCTAS\) and Cohort TAS Procedure](#).
- 3.7 For training products aligned to licensed or regulated occupations, TAFE NSW will obtain and retain evidence of industry engagement and, where required, approval or endorsement from the relevant licensing authority. Compliance with applicable licensing and regulatory requirements will be maintained for all nominated delivery locations.
- 3.8 A compliant training and assessment strategy will be developed, as per the [Master Cohort Training and Assessment \(MCTAS\) and Cohort TAS Procedure](#), prior to applying to add a qualification or unit to scope. The MCTAS will reflect an appropriate volume of learning, valid

assessment methods, LLND considerations, and clear learner pathways. The MCTAS will be reviewed and approved by qualified staff.

- 3.9 Where mandatory work placement is a component of a training product, TAFE NSW will demonstrate that sufficient, suitable placement opportunities are available to all enrolled students, as per the [Training Policy](#) and the [Managing Student Work Placement Procedures](#).
- 3.10 Where delivery and/or assessment of new or transitioning training products is to be conducted by a third party on behalf of TAFE NSW, a formal third-party agreement will be established in accordance with regulatory requirements. As set out in the [Third Party Agreement Policy](#), agreements will be regularly monitored and updated, as necessary. TAFE NSW will retain full responsibility for compliance, quality assurance, and reporting of all third party arrangements, including for products that are newly added to scope or subject to transition.
- 3.11 Marketing and promotional materials will accurately reflect the current scope of registration and provide clear information to prospective students. LLND requirements, licensing outcomes, learning pathways, delivery modes, and any specific course requirements will be fully disclosed in all student information.
- 3.12 TAFE NSW will ensure that it can meet the Language, Literacy, Numeracy and Digital (LLND) needs of the intended learner cohort for any new qualification or unit of competency added to scope. The delivery model will be inclusive and will comply with access and equity requirements.
- 3.13 All trainers and assessors involved in the delivery and assessment of any newly scoped qualification or unit will hold the required vocational competencies, the relevant TAE qualifications, and demonstrate current industry currency and professional development. These requirements are managed through the [Allocate Suitable Teachers and Assessors Procedure](#) and the [Produce or Maintain an Individual Delivery Profile \(IDP\) Procedure](#). The evidence will be documented and auditable prior to applying to add the qualification or unit to scope.
- 3.14 TAFE NSW will have verified access to all facilities, equipment, and learning resources specified in the relevant training package or accredited course. Equipment lists will be reviewed against actual availability. Where a third party or off-site delivery is proposed, appropriate agreements will be in place and subject to quality assurance processes.
- 3.15 Where delivery of newly scoped training products is linked to state or national funding programs (such as Smart & Skilled or Skills First), TAFE NSW will confirm contractual eligibility, compliance with funding conditions, and correct data reporting requirements prior to delivery.

### Transition of Training Products and Students

- 3.16 Decisions regarding the transition or removal of training products will consider TAFE NSW's strategic direction, market demand, student needs, operational capacity, and industry or licensing requirements. A continuous improvement approach will be applied to ensure that transition and removal processes are consistent, well-governed, and fully compliant with regulatory requirements and TAFE NSW policy and procedure.
- 3.17 In line with regulatory processes, where a qualification, accredited course, or unit of competency is superseded by an equivalent product, the replacement product may be

automatically added to TAFE NSW's scope of registration by the national regulator (e.g., ASQA) without the need for a separate application. TAFE NSW will review each automatically added product to ensure operational readiness, compliance with licensing or regulatory requirements, and the availability of required resources and staff capability prior to delivery. Transition and teach-out arrangements will be managed in accordance with the [Transition Plan for Superseded Qualification Procedure](#) and the [Transition of Students from Superseded Qualification Procedure](#).

- 3.18 TAFE NSW will manage the transition of students when training products are superseded, removed, or deleted, ensuring adherence with Compliance Requirement 14 of the Standards for RTOs (2025). Where a replacement product exists, students will be transitioned within the required timeframe. If transition is not possible, students will be informed of their options and supported through completion. Clear information and timely support will be provided throughout the process.

### Removing Products from Scope

- 3.19 Following the transition or removal of a training product, all related marketing materials, course information, enrolment materials, and public information (including website content) will be reviewed and updated to ensure that only qualifications, accredited courses, and units of competency on the current approved scope are promoted and offered.
- 3.20 TAFE NSW will make requests to remove training products from scope in a timely manner, once it is confirmed that no students are enrolled, and there will be no ongoing regulatory, contractual, or reporting obligations associated with the product.
- 3.21 Before requesting the removal of any item from scope, TAFE NSW will ensure that no students remain actively enrolled, or that appropriate arrangements are in place for them to complete or transition. TAFE NSW will also verify that there is no outstanding regulatory activity, funding reporting obligation, or contractual requirement attached to the training product. No item will be removed from scope while obligations to students, regulators, or funding bodies remain active.
- 3.22 TAFE NSW will maintain comprehensive records of all scope transitions and removals. This will include documented decision-making processes, communications to students and staff, evidence of regulatory approvals where required, and updates to internal systems. Accurate records will be retained in accordance with corporate recordkeeping policies and will be available for audit.

## Section 4. Responsibilities

- 4.1 This section outlines the positions or teams that have responsibilities within the policy.

Position	Responsibility
Chief Product and Quality Officer (Accountable Officer)	Oversight of the development, review, and amendment of this policy, with the authority to approve revisions to the policy to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.  Endorse any scope variation, contingent upon the availability of all necessary resources and the completion of quality assurance for the documentation.
Director Product Growth and Optimisation (Responsible Officer)	Support the Accountable Officer in the development, monitoring, review, and amendment of this policy, to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Managing Director	The delegate responsible for approving any scope variations.

## Section 5. Monitoring

- 5.1 The Responsible Officer or their delegate will monitor the effectiveness of, and feedback received relating to this policy and take action to ensure its continued improvement and adherence to the legislative requirements.
- 5.2 The Responsible Officer will conduct a formal review of this policy every three years where a change to legislation or organisational structure necessitates a review.

## Section 6. Governance information

Governance	Details
Legislation, regulations, and standards	<p>This policy is governed by:</p> <p><a href="#">Australian Qualifications Framework (AQF).</a></p> <p><a href="#">Standards for Vocational Education and Training (VET) Accreditation courses 2021.</a></p> <p><a href="#">National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) 2025.</a></p> <p><a href="#">Standards for Registered Training Organisations Compliance Requirements (2025)</a></p> <p><a href="#">Standards for Registered Training Organisations Credentials Policy (2025)</a></p> <p><a href="#">Education Services for Overseas Students Act 2000 (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).</a></p> <p><a href="#">Education Services for Overseas Students (ESOS) Regulations 2019</a></p> <p><a href="#">ELICOS Standards 2018</a></p>

Governance	Details
Related procedures	<p>This policy governs the following procedures:</p> <p><a href="#">Add or Change Training Product or Location on CRICOS Procedure</a></p> <p><a href="#">Add Training Product to Scope of Registration Procedure</a></p> <p><a href="#">Transition Plan for Superseded Qualification Procedure</a></p>
Related policies and procedures	<p>This policy is to be read together with:</p> <p><a href="#">Allocate Suitable Teachers and Assessors Procedure</a></p> <p><a href="#">Course Design, Development and Review Policy</a></p> <p><a href="#">Managing Student Work Placement Procedures</a></p> <p><a href="#">Master Cohort Training and Assessment (MCTAS) and Cohort TAS Procedure.</a></p> <p><a href="#">Produce or Maintain an Individual Delivery Profile (IDP) Procedure</a></p> <p><a href="#">Third Party Agreement Policy</a></p> <p><a href="#">Training Policy</a></p>
Accountable Officer	Chief Product and Quality Officer
Responsible Officer	Director Educational Quality
Content Manager number	PROJ18/910
Next review date	5 August 2028

## Section 7. Definitions

Word	Definition
Australian Skills Quality Authority (ASQA)	Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. Their purpose is to ensure quality education and training so that students, industry, governments and the community can have confidence in the integrity of qualifications issued by training providers.
ASQAnet	The Australian Skills Quality Authority's (ASQA's) online web portal for managing registration, applications and fee payment for registered training organisations (RTOs) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers

Word	Definition
Delegated authority	In line with the Australian Government's commitment to reducing the regulatory burden on business, in 2014, ASQA provided selected registered training organisations (RTOs) with the ability to manage their own scope of registration. These RTOs can add new training products to their registration without applying to ASQA and paying an application fee. ASQA delegates must continue to adhere to all the normal requirements of an RTO, including remaining compliant with the VET Quality Framework throughout the period of the Delegation Agreement.
Explicit Units of Competency	Explicit units on the scope of registration refers to units of competency that are individually listed on the RTO's scope of registration on the National Register (training.gov.au). These units may be advertised, delivered, and certified as standalone offerings by the RTO.
Mode of delivery	The methods for delivering education, training and/or assessment, including face-to-face, online, distance, or blended methods.
Scope of registration	The vocational education and training (VET) training package qualifications, accredited courses and units of competency that TAFE NSW, as a Registered Training Organisation (RTO) is approved to deliver. The scope of registration is listed on the National Register
Unit of competency	The specification of the standards of performance required in the workplace as defined in a training package
Third party	Any person who has an arrangement with an NVR registered training organisation to deliver services, but does not include: <ul style="list-style-type: none"> <li>• employees of the organisation.</li> <li>• experts engaged by the organisation; or</li> <li>• government agencies and government funded agencies that refer VET students to the organisation and do not receive any payment from the organisation for doing so.</li> </ul>
Training product	An AQF qualification, a skill set, a unit of competency, accredited short course or module.
Training and assessment strategy (MCTAS)	A planning document that is developed prior to training and assessment to ensure each course has appropriate resources, planning and capability to effectively run, whilst also reflecting industry requirements and community needs. It outlines what will be delivered, assessed to whom and how the training and assessment will occur.



Word	Definition
training.gov.au (TGA)	The official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs)

## Section 8. Document history

No.	Effective	Approved by	Amendment
1.0	4 April 2018	Chief Education and Training Officer	Minor amendment and updated template.
1.1	16 May 2018	N/A	Minor edit
1.2	1 January 2019	Chief Education and Training Officer	Updated to reflect ASQA General Direction 14 December 2018, Resourcing requirements for applicants seeking initial registration or change to scope of registration and the single TAFE NSW RTO 90003 and one Delegate
2	1 July 2025	Chief Product and Quality Officer	Change to the policy title to better represent content, updates to align with the revised RTO Outcome Standards and Compliance Requirements, and updated references to other new and revised policies and procedures.
2.1	5 August 2025	Chief Product and Quality Officer	Minor updates to reflect changes to related procedures and links to those documents.