

POLICY: A2.0

TRAINING PRODUCT LIFECYCLE

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training national registered training organisation (AIM) offers nationally recognised vocational education and training qualifications and accredited courses. AIM seeks to provide education and training which is of a high standard to facilitate students achieving their outcomes and acquiring skills that equip them for their chosen careers.

1.2 Purpose

The purpose of this policy is to outline the principles and responsibilities which govern the AIM VET training product lifecycle of development, approval, review and discontinuance.

1.3 Scope

This policy applies to all AIM courses delivered by AIM and third-parties, and to AIM and third-party staff (where relevant) involved in the development, approval, review and improvement.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

All AIM staff and third-party staff involved in the development, approval, review and improvement of AIM courses are responsible for complying with this policy.

Specific responsibilities are provided in the Training Product Lifecycle Procedure.

3.0 POLICY

3.1 Principles

1. AIM courses meet AIM strategic directions and market demand, are aligned to customer needs and success and are viable, feasible and efficient.
2. AIM courses are designed to be of a consistently high standard, aligning teaching resources, learning activities and assessment tools to training packages and VET accredited courses requirements, licensing and accreditation bodies requirements where relevant and the Australian Qualifications Framework.

3. AIM Training Products are consistent with the Standards for RTOs, specifically Standard 1, clauses 1.1 to 1.4- training and assessment strategies and practices, 1.5 industry relevance and 1.8- assessment system and principles of assessment.
4. AIM courses are regularly reviewed through feedback from students and staff, external consultation with experts and industry, and benchmarking with other RTOs, and Standards for RTOs particularly Standard 2, clause 2.2- quality assurance.
5. The delivery of AIM Training Products is consistent with the relevant Training Package rules, irrespective of mode of delivery, location and if they are delivered by AIM or a third-party.
6. Where AIM initiates discontinuance of a Training Product it will not unreasonably disadvantage students.

4.0 DEFINITIONS

- Course - a program of study that may consist of a nationally recognised qualification, accredited course, skill set or unit of competency.
- Training Product - a qualification, skillset, unit of competency, accredited course.
- Training Product Lifecycle - the lifecycle of developing, approving, delivering, reviewing and discontinuing a course and/or unit.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Training Product Lifecycle Procedure
- Transition and Teach Out Policy
- Transition and Teach Out Procedure
- Scope Variation Policy
- Scope Variation Procedure
- [Australian Qualifications Framework](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)

6.0 POLICY OWNERSHIP

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

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A2.0		VET Compliance and Operations	New policy