

## Australian Community Industry Alliance (ACIA) ACIS 5.0 Transition Policy

### ***Transition Policy***

Certification Bodies and Service Providers are required to transition to ACIS 5.0 in a timely manner, in accordance with JASANZ requirements, the Australian Community Industry Certification Scheme (ACICS) and this policy.

This transition policy will be published on ACIA's website.

Variations to the transition policy may be approved by ACIA, after consultation with relevant stakeholders.

### ***Certification Bodies***

Certification Bodies currently accredited by JASANZ for ACIS 4.0 are required to transition to ACIS 5.0 in accordance with the JASANZ transition policy.

### ***Service Providers***

Service Providers currently holding, or in the process of obtaining Certification in accordance with previous versions of ACIS shall transition to, and satisfy, the requirements of the new version within three years of its publication or the Service Provider's next Certification Audit, whichever is sooner – unless otherwise approved by ACIA.

Service Providers which have not transitioned to the new version of ACIS within the required timeframe will have their ACIS Certification removed, unless otherwise approved by ACIA.

New Service Providers wishing to be Certified to an ACIS standard and have not completed Stage 1 to a previous version of ACIS shall be required to be Certified to the new version.

Service Providers undertaking a Surveillance Audit after the publication of the new version of ACIS shall be audited against the new version, unless otherwise approved by ACIA.

A Service Provider may wish to be Certified to the new version of ACIS earlier than scheduled, without seeking approval from ACIA.

## Examples for Service Providers Transitioning to ACIS 5.0

The following examples are provided for information to demonstrate how the Transition Policy is intended to operate.

### Example 1: Service Provider A (next Certification Audit is within three years)

ACICS 5.0 and ACIS 5.0 are published on 1 October 2024. An ACIS Certified Service Provider is required to transition to ACIS 5.0 by 31 December 2027 or their next Certification Audit, whichever is sooner.

Service Provider A was Certified to ACIS 4.0 on 10 September 2022. The Service Provider's next Certification Audit is due on 10 September 2025.

The Service Provider is required to seek ACIS 5.0 at its Certification Audit on 10 September 2025.

Note: The Service Provider will also undertake its next Surveillance Audit against ACIS 5.0.

### Example 2: Service Provider B (next Certification is after the transition deadline for ACIS 5.0)

ACICS 5.0 and ACIS 5.0 are published on 1 October 2024. An ACIS Certified Service Provider is required to transition to ACIS 5.0 by 31 December 2027 or their next Certification Audit, whichever is sooner.

Service Provider B was in the process of being Certified to ACIS 4.0 when ACIS 5.0 was published. Service Provider B's ACIS 4.0 Certification commenced on 15 October 2024, which would mean the next Certification is due on 15 October 2027, 15 days after the ACIS 5.0 transition date.

- Service Provider B Surveillance Audit date is 15 April 2026 (18 months after Certification) and will use ACIS 5.0.

Service Provider B wishes to maintain the 15 October 2027 date as that coincides with its NDIS Certification Audit. Service Provider B completes an application to ACIA seeking a variation to the date to transition to ACIS 5.0.

ACIA considers the application and the Service Provider's previous audit reports and considers there is a low likelihood of quality and safety risk if the timeframe was extended. Service Provider B's request to extend the Certification timeframe for ACIS 5.0 to 15 October 2027 is approved.

Without ACIA approval Service Provider B would be required to transition to ACIS 5.0 by 31 December 2027.

### Example 3: Service Provider C (undertaking transition to ACIS 5.0 Certification instead of Surveillance Audit)

ACICS 5.0 and ACIS 5.0 are published on 1 October 2024. An ACIS Certified Service Provider is required to transition to ACIS 5.0 by 31 December 2027 or their next Certification Audit, whichever is sooner.

Service Provider C was Certified to ACIS 4.0 on 31 January 2024. The Service Provider's next Surveillance Audit under ACIS 4.0 was originally scheduled for 31 January 2025.

- This now becomes a Surveillance Audit against ACIS 5.0 and is due by 31 July 2025 (18 months after Certification). This date now coincides with the Service Provider's NDIS Certification Audit.

Service Provider C wishes to move to ACIS 5.0 immediately rather than undertake a Surveillance Audit, so that both Certification Audits can be done together.

Service Provider C advises its Certification Body of this intention, and the Certification Body can accommodate this request as it has sufficient auditors trained in ACIS 5.0.

Service Provider C does not need to seek ACIA's approval for the change in Certification cycle as it is undertaking the Certification Audit sooner than is required.

Service Provider C achieves Certification against ACIS 5.0 in July 2025.

For further information, contact ACIA at [contact@acia.net.au](mailto:contact@acia.net.au).