

COURSE DISCONTINUATION AND TEACH OUT PROCEDURE

Section 1 - Purpose and Scope

Purpose

- (1) This Procedure implements the Course Discontinuation and Teach Out Policy. It sets out the requirements for:
 - a. the Teach Out Plan;
 - b. the Communication Plan;
 - c. the Teach Out process;
 - d. Student Support; and
 - e. Teach Out accreditation application.

- (2) This Procedure applies to all accredited graduate and undergraduate courses offered by ACPE and all staff, contractors, internal and external stakeholders and students.

Section 2 – Definitions

- (3) As set out in the Policy.

Section 3 - Procedure

Teach Out Plan

- (4) A Teach Out Plan will be developed by the Academic Dean and the relevant Head of Department and submitted to the Academic Board for endorsement. The plan will include:
 - a. consideration of the impact on student cohorts;
 - b. a communication strategy for affected students, including students on an Australian Student visa;
 - c. appropriate transition paths to alternative courses, detailing the units that will be offered over the teach out period, for affected students;
 - d. consideration of any associated contractual obligations;
 - e. consideration of student load in connection with the teach out strategy;
 - f. a recommended final intake date;
 - g. indicate how the integrity of the course will be maintained and its objectives met over the teach out period; and
 - h. indicate whether the College is able to accommodate additional units, if required to be run, to facilitate students completing the course, should they fail or reduce their unit load.

Communication Plan

- (5) A Communication Plan will be developed by the Dean and will address all relevant stakeholders.
- (6) In particular, the notifications to affected students must be timely, transparent and clear. The notifications must include:
 - a. the plans for discontinuation,
 - b. the expected timetable for the discontinuation,
 - c. options available to students to complete the course including any planned changes in the structure of the course and the availability of units, and
 - d. avenues to obtain advice and academic counselling.

Teach Out Process

- (7) Applicants that have been accepted and returned their Letter of Offer for a course entering teach out will be offered an alternative course or a full refund of tuition fees. Applicants that have not accepted a Letter of Offer will be contacted and offered another course.
- (8) Current students will be notified in writing as soon as practicable that their current course will no longer be offered and that the College is entering a teach out period.
 - a. This notification will explain the teach out arrangements and include information about available alternative course options (e.g., transition to another higher education provider, or an option to remain for the teach out period), as well as relevant support services.
- (9) The Dean or relevant Head of Department will explain to affected students what the teach out processes are and will address any concerns.
 - a. The Head of Department will prepare and supply individual plans for students to assist in mapping their progression to completion within the designated teach out period.
- (10) The Learning and Teaching Committee will oversee the Teach Out Plan and ensure that:
 - a. Regular, detailed reports are provided by the Dean / relevant Head of Department to enable oversight;
 - b. Students are not disadvantaged by the teach out; and
 - c. Academic standards are maintained throughout the teach out period.
- (11) The Dean will provide summary reports to the Academic Board at each meeting.

Student Support

- (12) Students will be supported by ACPE throughout the discontinuation and no student will be unreasonably disadvantaged in terms of course duration, cost, or quality of learning experience.
- (13) Wellbeing support will be provided by the Student Learning Support team to ensure that all associated administrative requirements that may arise from the teach out decision are managed smoothly and do not place undue burdens on students.
- (14) Students choosing to transfer to another accredited higher education provider will be assisted by the Dean and/or Head of Department.

Teach Out Accreditation Application

- (15) Following a decision to discontinue a course, the College, in accordance with TEQSA policy, will make a submission to TEQSA to seek "teach out accreditation" for the course.
 - a. The final application will be reviewed by the Compliance Officer and the CEO prior to submission.
 - b. The Compliance Officer will prepare the application, complete the relevant TEQSA form and gather all documentation to be submitted as evidence supporting the relevant application.

Related documents

This Procedure should be read in conjunction with but is not limited to:

- Course Discontinuation and Teach Out Policy
- Course Design, Development and Review Policy
- Course Monitoring and Review Procedure
- Tuition Assurance (statement available on ACPE website)

Legislation

- Australian Qualifications Framework
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Document Administration

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Unless otherwise indicated, this Procedure will still apply beyond the Review date