

Teach out and Transition Plan Policy

Policy Name	Teach out and Transition Plan Policy
Policy number	CDD004
Date approved	23 September 2020
Approving body	Academic Board
Responsible officer	Head of School
Implementation officer	Head of School
Next review date	September 2023
Linked policies	SSP001 Student Selection, Admission, and Enrolment Policy SSP008 Academic Progress and Review Policy
Linked forms and documents	

1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to appropriate consultation and a clear system of governance for teaching out existing courses and course components to ensure that they are aligned with the strategic aims of the Institute and best practice in education. This includes both higher education courses and short courses.

This policy sets out the approval process for Institute teaching staff seeking accreditation for teach-out and transition courses.

2. Policy

2.1. Commitment to quality

The Institute must regularly review its courses for currency and relevance and recognises the importance of fair and equitable processes through appropriate transition planning in cases where the best option is for a course to be taught out.

2.2. Teach-out and Transition

2.2.1 The teach-out and transition of an existing course will include:

- a) consultation with the Head of School, Course Advisory Committee (CAC) and any relevant Institute teaching staff
- b) consideration of the impact on any teaching area or other course at the Institute that might be affected by the proposal
- c) submission of a teach-out and transition proposal endorsed by the Head of School to the Cairnmillar Academic Board (the Board) for approval
- d) the recommendation by the Board will be sent to Council for confirmation
- e) Submission of intention to teach-out to relevant accrediting bodies
- f) Compliance with requirements of relevant accrediting bodies.

3. Procedures

3.1. Teach-out and Transition process

3.1.1. The Institute staff wishing to propose teaching out an existing course will need to develop the teach-out transition plan through consultation with the Head of School and Head of Administration, the Institute teaching staff and CAC. Planning and communication should take into account what will happen and what will be communicated, and when, in the event that the successor course is not accredited. The proposal must:

- a) Show evidence that consultation with relevant stakeholders has taken place
- b) Provide a transition plan that might be offered as an option for enrolled students.
- c) Determine how students who do not choose to transition will not be disadvantaged
- d) Indicate how communication with students will take place, both directly and indirectly
- e) consider students who are on leave or deferment

- f) determine how students will continue to be eligible for any professional registration enabled by the course
- g) provide a timeframe and key actions at each point
- h) show how student progress will be monitored to ensure the course can be taught out in the anticipated timeframe
- i) provide expected completion dates for affected students
- j) show plans for changes to information on the Cairnmillar website
- k) Arrange for marketing materials to be updated to indicate those courses that are in transition or will be taught out.
- l) be presented to the Board for recommendation.
- m) The Board will send its recommendation to Council for confirmation

3.1.2. An intention to teach-out will be forwarded to the appropriate accrediting bodies

3.1.3. The CAC must be kept informed of progress through the Course Coordinator and Chair of CAC.

3.1.4. Where the Teach-Out and Transition Plan cannot be achieved within the Institution then the requirements of the Council's resolution of September 2014 applies and must be taken into account in the final form of the plan provided to the Board. The resolution of the Council reads as follows:

“Once a student has been accepted into a course given by the School and continues in that course in accordance with the conditions accepted at the time of their initial enrolment, they will be provided with the opportunity to complete the course. The Academic Board must ensure that if a decision is taken to stop teaching a course the necessary action is taken to close enrolment to new entrants and the teaching out arrangements meet the conditions proscribed for the course. Cairnmillar must ensure that Tuition Assurance Cover is maintained for all enrolled students in case teaching out within the School is not possible.”

4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note on Changes in a Course of Study that may lead to Accreditation as a new course.](#)