



Cairnmillar
INSTITUTE

Treatment | Education | Research

Teach out and Transition Plan Policy

Policy Name	Teach out and Transition Plan Policy
Policy number	CDD004
Date approved	8 February 2023
Approving body	Academic Board
Responsible officer	Dean
Implementation officer	Deputy Dean (relevant discipline)
Next review date	3-5 years after date of approval
Linked policies	SSP001 Student Selection, Admission, and Enrolment Policy SSP008 Academic Progress and Review Policy CDD001 Course Accreditation Policy CDD001 Course Accreditation Procedure
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 Dean, the relevant Deputy Dean, 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 Dean to the Course Standards Committee (CSC) for review
- d) The CSC will review the proposal and make their recommendation to the Cairnmillar Academic Board regarding approval
- e) approval by the Academic Board will be sent to Council for noting
- f) Submission of intention to teach-out to relevant accrediting bodies
- g) Compliance with requirements of relevant accrediting bodies

3. Procedures

3.1. Teach-out and Transition process

3.1.1. It should be noted at the Academic Board that a proposal for discontinuation of a course is forthcoming.

3.1.2. The Institute staff wishing to propose teaching out an existing course will need to develop the teach-out transition plan through consultation with the Dean, relevant Deputy Dean, the Head of Administration, the Institute teaching staff and CAC. Planning and communication should consider what will happen and what will be communicated and when, if 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 part-time 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) consider any impact transitioning out may have in light of accreditation requirements
- j) provide expected completion dates for affected students
- k) show plans for changes to information on the Cairnmillar website
- l) arrange for marketing materials to be updated to indicate those courses that are in transition or will be taught out.
- m) be presented to the CSC for review and recommendation and from there to the Academic Board for approval and Council for noting.

3.1.3. An intention to teach-out will be forwarded by the Dean to the appropriate accrediting bodies

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

3.1.5. 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 considered in the final form of the plan provided to the Academic Board. The resolution of the Council reads as follows:

“Once a student has been accepted into a course given by the Faculty 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 Faculty 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.](#)

End