

## QAF015 COURSE DISCONTINUATION POLICY AND PROCEDURE

### 1. Overview

*The Higher Education Standards Framework<sup>1</sup>* requires that when a higher education provider discontinues a course of study, there are effective teach out or course transition plans for all students enrolled in the course of study to ensure that these students are not disadvantaged.

The Higher Education Leadership Institute (“the Institute”) is committed to ensuring that no student is disadvantaged when one of the Institute’s courses is discontinued and has developed the following procedure.

### 2. Procedure

#### 2.1 Institution initiated course discontinuation

When a decision is taken to discontinue a course of study the following procedure will be implemented<sup>2</sup>:

- 2.1.1 The Dean Academic will liaise with the CEO on all issues to be taken into account in the development of a teach-out plan. The teach-out plan will include the content of written communication to students; honouring any contractual obligations associated with the course of study; addressing student load issues involved in the teach-out strategy; and offering valid transition pathways to other courses of study.
- 2.1.2 After consulting with the CEO, the Dean Academic will prepare a teach-out plan that addresses the needs of all cohorts of students currently undertaking the course that is to be discontinued for submission to the Academic Board for approval.
- 2.1.3 The Dean Academic advises the Registrar that the course is to be discontinued and the date of final intake.
- 2.1.4 The Dean Academic develops a communication plan to advise current students (or prospective students with offers for subsequent intake periods) that the course will no longer be offered, including information about alternative course options that are available. The Dean Academic liaises with the Registrar as appropriate.

---

<sup>1</sup> Higher Education Standards Framework (Threshold Standards) 2021  
< <https://www.legislation.gov.au/Details/F2021L00488>>.

<sup>2</sup> **Appendix 1** provides a Sample Teach Out Plan and Teach Out Structure.

- 2.1.5 The Dean Academic will liaise with Library, Information Technology (IT) and Registrar regarding any changes to service delivery associated with the teach-out arrangements and providing specialised support services for affected students.
- 2.1.6 The Dean Academic will write to all affected students explaining the teach-out arrangements and detailing all available options for students, including the option to transition to another course. The Dean Academic will schedule sessions with students to explain teach-out processes and to address any concerns. A contact person will be nominated to deal with student enquiries about teach-out processes.
- 2.1.7 The Dean Academic is responsible for approving timely publication of information on the Institute's website regarding teach-out arrangements.
- 2.1.8 The Dean Academic is responsible for ensuring that the various cohorts of students are streamed into particular subjects to ensure that class sizes are as viable as possible. The Dean Academic must ensure that subject offerings meet the needs of affected students so far as is practical.
- 2.1.9 The Dean Academic is responsible for preparing and supplying individual plans for all students to assist in mapping their progression to completion within the designated teach-out period.
- 2.1.10 The Dean Academic is responsible for providing regular reports on the teach-out strategy for the discontinued course of study to the Academic Board.

## **2.2 Externally initiated course discontinuation**

- 2.2.1 In the case that the Institute ceases to provide a course of study because it ceases to operate as a higher education provider or suffers a major incident affecting its operations, the Institute will seek to place impacted students with an appropriate replacement provider(s) for the remaining duration of their course or, if a student elects, refund the student any unspent prepaid tuition fees.
- 2.2.2 In the case that the Institute cannot meet its obligations to either offer you an alternative course or pay you a refund, the Institute has put in place appropriate tuition assurance arrangements through membership of the relevant Tuition Protection Services (TPS). More information can be found in the *Statement of Tuition Protection [QAF067]* available on the Institute's website.

## **3. Related documents**

QAF067 Statement of Tuition Protection

#### 4. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	20 April 2016	Document creation and initial approval
2.0	Academic Board	28 February 2018	Addition of TAS arrangements (section 2.2)
2.1	Dean	24 September 2019	Update TAS Provider name
2.2	Dean	26 April 2021	Updated tuition protection arrangements and position titles
2.3	Dean	25 November 2021	Minor updates, addition of sample Teach Out Plan and Structure
2.4	CEO	18 March 2024	There are no required updates to the document in the current period; the review date is extended to 18 March 2025.
2.5	CEO	30 January 2025	CEO reviewed the policy, minor job title changes and extended the review date to 18 September 2025

Document owner: Dean Academic

## Appendix 1: Sample Teach Out Plan and Structure

Should a decision be taken by the Board of Directors that results in the discontinuation of a course of study, a *Teach Out Plan* like the following sample would be developed and implemented by responsible staff.

To support the Plan's implementation, the CEO in collaboration with the Dean Academic (including other relevant academic and operational staff as required) would firstly identify:

- a. Internal course and/or subject transfer options (where relevant)
- b. External offerings of similar courses at other institutions considering existing credit transfer arrangements (where relevant)
- c. Communication strategies and timeframes to inform all impacted parties.

Table 1 details steps to be taken if a course of study is discontinued.

**Table 1: Sample Teach Out Planning**

Step	Action	Responsibility	Completion Date
1	Determine last intake date for the discontinued course post legal consultation.	BoD & AB CEO & Dean Academic	
2	Advise Marketing and Admissions of last intake date.	CEO & R	
3	Ensure no further marketing or promotion activities after the last intake date and remove marketing materials from website.	MM & R	
4	Advise educational agents and external partners about teach out decision ensuring that agents cease to disseminate course-related information.	MM	
5	Determine completion dates for current students.	Dean Academic & CC	
6	Prepare detailed teaching plans and timetables to ensure that student interests and needs are adequately protected.	Dean Academic & CC	
7	Review status of each enrolled student and prepare individualised course progression maps.	Dean Academic & CC	
8	Include 'unforeseen circumstances' planning in the management and implementation of agreed teach out plan.	R	
9	Advise in writing all impacted students (draft letter vetted by legal counsel) explaining teach out decision and detailed plans pertaining to course completion requirements.	Dean Academic & R	
10	Advise students of their direct points of contact including arrangements for face to face / synchronous student meetings to address queries and concerns.	CC & R	
11	Monitor and track individual student progress every term in the lead up to termination timeframes.	CC & R	
12	Revise individual student course/subject progression plans at the end of each term and update plans as required.	CC & R	
13	Adjust individual progression plans as required in the event of impacts from unforeseen circumstances.	CC & R	



Step	Action	Responsibility	Completion Date
Legend: BoD=Board of Directors, AB=Academic Board, R=Registrar, MM=Marketing Manager, CC=Course Coordinator			

**Sample Teach-out Structure  
for a  
Graduate Certificate**

Legend

<b>T =</b>	<b>Teachout Commencement Intake</b> <i>Accepts new students - last batch of new students</i>
<b>T+1 to T+3 Intakes =</b>	<b>Continuing Students Only</b> <i>No new student enrolments</i>

**Table 2: Sample Teach Out Structure (full-time student)**

Term	Subject	T	T+1 intake	T+2 intake	T+3 intake
1	Code/title	Unit offered	Unit offered	-	-
			Resit offered	Resit offered	-
	Code/title	Unit offered	Unit offered	-	-
			Resit offered	Resit offered	-
2	Code/title	Unit offered	Unit offered	Unit offered	
			Resit offered	Resit offered	Resit offered
	Code/title	Unit offered	Unit offered	Unit offered	-
			Resit offered	Resit offered	Resit offered