

POLICY NUMBER:	1.16	VERSION NUMBER:	4.0
DATE LAST REVIEWED:	May 2025	NEXT REVIEW DATE:	May 2026
RELATED POLICIES:		RESPONSIBILITY:	Governing Board

TEACHOUT OF HIGHER EDUCATION COURSES

1.0 Purpose

This policy describes the processes to be undertaken in the event the Institute discontinues any of its higher education courses, either by choice or due to financial position. The decision to discontinue a course by choice, and hence teach out, a higher education course, is made by the Governing Board. The Chief Executive Officer is responsible for ensuring this process is implemented as described.

2.0 Scope

This policy applies to students, staff and members of the Institute's decision-making bodies.

3.0 Principles

The Institute's approach to the teach out of higher education courses reflects the following principles:

- the demand and relevance of courses in relation to the needs of students, employment opportunities, and society will be evaluated
- measures to support students affected by teachout will be provided. This may include transferring to alternative courses or facilitating transfers.

4.0 Description

4.1 The Institute has met the tuition assurance requirements of the Higher Education Support Act 2003 (HESA) through the Australian Government's Tuition Protection Service (TPS) for students utilising FEE-HELP to pay their tuition fees. Both options cover fees paid in advance or upfront and the student has not had the opportunity to fully complete the subject/s the upfront fees relate to.

4.2 Course teachouts occur in the event that:

- 4.2.1 Tuition Protection arrangements with the Australian Government's Department of Education are activated due to the financial circumstances of the Institute, or sanctions being imposed on the Institute.
- 4.2.2 The Institute does not plan to re-accredit a particular higher education course, or continue offering the higher education course, or cannot transition students into an equivalent course of study with the Institute without significant disadvantage.

4.3 In the event of Tuition Assurance arrangements being activated, the Chief Executive Officer is required to notify the Department of Education of the need to activate the Tuition Protection Scheme cover and will work with the Department to enable transfer of students into other appropriate courses, or re-crediting of any upfront payments for units of study funded through the FEE-HELP system or by the student.

4.4 Course transitions occur in the event that:

- 4.4.1 The Institute updates the course structure of the higher education course and students in the current course are transitioned into the new course structure without disadvantage.

5.0 Process

- 5.1 If the decision is made by the Governing Board, on the recommendation by the CEO, to discontinue an Institute higher education course or not to apply for renewal of accreditation of a higher education course, the course will be taught out over a timeframe of up to three years with the minimum timeframe being no less than the usual duration of the course minus one year. This timeframe is determined with respect to the normal duration of the course, progress of current students in the course and consideration to the expiry date of the accreditation of the course.
- 5.2 Marketing of the course ceases and no further enrolments are taken into the course. Prospective students who may have already submitted their application for the next intake will be immediately advised in writing of the decision to not enrol any further student.

The Provost and Head of Regulation and Accreditation develop a Teachout Plan for the course is developed which includes subject availability, staffing allocations, and resourcing during the teachout timeframe.

- 5.3 The teachout is advised in writing to all students currently enrolled or on deferment in the course. The Senior Student Support Officer is responsible for this notification. The notification should also include subject availability during the teachout period to enable adequate planning by students to progress and complete their studies.
- 5.4 During teachout, the Institute will continue to deliver the course and its subjects in accordance with the policies and procedures outlined in the Higher Education Policies and Procedures Manual. The standard of teaching or quality of learning materials will not be reduced.
- 5.5 During the teachout of the course, all learning resources and study support services continue to be available for students to access during their studies.
- 5.6 All library and other resourcing normally offered by the Institute in the higher education course will continue to be offered during the teachout period.
- 5.7 Teaching staff will continue to be assigned to subjects in accord with the workload and staff:student ratios described in the Institute's Higher Education Workforce Plan.
- 5.8 Teaching staff will continue to meet all experience, qualification, scholarly activity, and performance requirements during the teachout of the higher education course.
- 5.9 The Head of Regulation and Accreditation is responsible for notifying TEQSA of the plans and arrangements in place to teachout the course. All reporting obligations for TEQSA and FEE-HELP will continue to be undertaken as required.

- 5.10 The Head of Regulation and Accreditation is responsible for advising any industry associations or accreditation boards (who recognise/accredit the course) that teachout is planned, and the arrangements put in place for the teachout.
- 5.11 So that students are able to graduate from the course with a recognised qualification, all accreditation and recognitions of the course will be maintained during the teachout timeframe.
- 5.12 The effects of the discontinuation of the course on staff employment arrangements will be considered and discussed with the affected staff. The Institute will meet all legislated and Award requirements in relation to redeployment or redundancy of staff.

6.0 Relevant Legislative and Regulatory Documents

- Education Services for Overseas Students Act 2000 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth)
- Higher Education Support Act 2003 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011

7.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	Jan 2013	Chief Executive Officer	Policy created – originally numbered as 1.8
1.1	Nov 2013	Chief Executive Officer	Minor change to reflect the introduction of FEE HELP and the obligations of the Institute.
1.1	Jul 2015	Chief Executive Officer	No changes made
1.1	Mar 2016	Chief Executive Officer	No changes made
2.0	Mar 2020	Chief Executive Officer	Changes made to policy to reflect the removal of ACPETs ASTAS and the introduction the Australian Government's Tuition Protection Service (TPS). Responsibilities of the CEO have been updated.
2.1	Nov 2020	Governing Board	Formatting changes.
3.0	May 2023	Governing Board	Policy number changed to 1.16. Formatting changes. Policy now includes the purpose, scope and principles of the policy. Insignificant changes made to wording. Relevant legislative and regulatory documents have been added to the policy.
4.0	May 2025	Governing Board	Updated to strengthen the role of the Head of Regulation and Accreditation, including responsibility for developing the Teachout Plan, notifying TEQSA, and liaising with industry and accreditation bodies. Minor terminology updates for consistency (e.g. "course NOT program").