1.3.2 Teach-out and Transition Policy and Procedure

1.0 Rationale

It is our commitment to maintain a high standard of education and to provide students with the best learning experience possible. As part of our document and quality control process, all courses at Acknowledge Education undergo regular reviews to ensure their relevance and effectiveness. These reviews may result in various outcomes, ranging from minor to major revisions or rendering certain courses redundant. This policy is in place to ensure that individually enrolled students or enrolled student cohorts are not unreasonably disadvantaged by the disestablishment of Acknowledge Education's courses, should such circumstances arise. It is important to note that this policy only applies when a course is being discontinued across all of AE's delivery sites.

By conducting thorough reviews and making necessary changes, we strive to enhance the quality and relevance of our course offerings, ensuring that students receive an education that meets their needs and aligns with industry standards.

2.0 Scope

This policy will be used by the staff and administrators of Acknowledge Education, including academic staff, and administrators responsible for admissions, recruitment, scholarships, teaching and learning, community engagement, and staff employment conditions.

3.0 Regulatory Context

HES Framework

This policy is consistent with HESF (2021) 6.2.1.i and aims to provide safeguards to students if Acknowledge Education is unable to provide a course of study, ceases to operate as a provider, loses professional accreditation for a course of study or is otherwise not able to offer a course of study.

4.0 Policy

The procedures provide direction on matters that must be considered when planning to teach out a course. A sample action plan is attached as Appendix A.

4.1 Determination of final intake period

4.1.1 The timing of the decision to disestablish a course will impact on how quickly an intake can be ceased. Intakes should be ceased at the earliest possible time while honouring commitment and representations made by Acknowledge Education.

4.1.2 Programs that have formal articulation pathway agreements (either internal or external) will need to be consulted to determine the final date of intake for the course allowing sufficient notice periods for the pathway programs. In such cases, memoranda of understanding and contractual agreements will be

in place and these documents outline the processes to be followed should the course be withdrawn from offer.

4.1.3 It may be possible to offer an alternative pathway for the term of any such agreements as a transition arrangement or a new agreement may be explored. These pathways may be with Acknowledge Education or with another provider. The student experience must be given priority when planning teach-out or transition.

4.1.4 Students must be advised that an offer of a place in the final course intake cannot be deferred. Additionally, any offers from another institution that have been established as part of this policy are at the discretion of that institution.

4.2 Determination of anticipated completion dates

4.2.1 Review all enrolments per year level, including the estimated final intake cohort. An achievable end date should then be determined based on the nature of the student cohort, the pattern of enrolment and the structure of the course.

4.2.2 Based on the course length and the pattern of enrolment for the student cohort, forecast the estimated enrolment pattern for the teach-out period.

4.2.3 Detailed mapping for each cohort (domestic, international, pathway, etc.) must be completed and approved before communicating to stakeholders.

4.3 Communication to Stakeholders

4.3.1 Notify all relevant stakeholders regarding the teach-out, including all students, relevant governing bodies, the registrar, and the marketing department.

4.3.2 Develop communication strategies with students, including notifying them of alternative courses and other options they may have.

5.0 Roles and Responsibilities

5.1 Course Coordinator

5.1.1 Responsible for providing input and expertise in determining the final intake period, anticipated completion dates, and developing transition arrangements. They may also participate in communication with stakeholders.

5.1.2 Responsible for coordinating and managing the administrative aspects of the teach-out process, accurate communication to stakeholders, and maintaining documentation related to the course discontinuation.

5.2 Registrar/Admission and Student Services Manager

5.2.1 These administrators play a role in implementing the policy by ensuring proper communication to stakeholders, notifying students of alternative courses or options, and addressing any concerns or inquiries related to the teach-out process.

5.3 Academic Board

5.3.1 Responsible for providing oversight and ensuring compliance with regulations and policies.

5.4 Director of Marketing/Marketing department

5.4.1 Involved in developing communication strategies with students and promoting alternative courses or options available to them.

5.5 Dean

5.5.1 Notification of relevant boards and Committees.

5.5.2 Responsible for notifying key stakeholders, including any accrediting bodies of the teach-out arrangements.

6.0 Definitions

Term	Definition
Articulation Pathway	An established agreement or arrangement between educational institutions that allows for the transfer of credits or progression from one program or level of study to another.
Communication Strategies	Planned approaches and methods used to effectively convey information and messages to stakeholders, ensuring they are informed, engaged, and provided with necessary guidance and options.
Course of Study	Refers to a specific program or set of units/modules that students undertake to achieve learning outcomes and receive qualifications or credentials.
Enrolments	Refers to the process of registering or enrolling students in a course of study.
Intake	Refers to a specific period or cohort of students admitted to a course of study within a given timeframe.
Memoranda of Understanding (MOUs)	Written agreements between parties, such as educational institutions, outlining specific terms, conditions, and processes to be followed in a particular situation.
Provider	In the context of Acknowledge Education, it refers to the educational institution or organization offering the course of study.
Professional Accreditation	The formal recognition or approval granted by a professional body or regulatory authority to a course of study, indicating that it meets specific standards and requirements set by that body or authority.
Stakeholders	Individuals or groups who have a vested interest or are affected by the decisions, actions, or outcomes related to the course of study, such as students, governing bodies, registrars, and marketing departments.
Teach out	a process in which a course, while remaining accredited, is phased out by a provider. During this phase, no new enrolments are accepted, and existing students are given the opportunity to either complete the course or transition to a mutually agreed alternative without any disadvantages.

7.0 Related Documents

Document Name	Document Link
No documents	

8.0 Policy Information

Policy Name	Teach-out and Transition Policy and Procedure
Document Number	1.3.2
Purpose	Aims to prevent disadvantage to students in the event of course changes at Acknowledge Education by providing guidelines for discontinuation, communication, and transition arrangements.
Audience	☒Staff | ☒Students| ☒Public
Category	1.0 Student Participation and Attainment
Subcategory	1.3 Orientation and Progression
Approval Date	28/10/2020
Effective Date	28/10/2020
Review Date	Under review as at April 2026
Policy Advisor	Narelle Whatley
Approving Authority	Academic Board
Date of Last Endorsement	01/06/2023
Contact	Quality Assurance/Regulatory Compliance Manager Regulatorcompliance@ae.edu.au

9.0 Change Log

Date	Version	By	Notes
170804	1.0	VTan	Draft complete
1711101	1.0	ABennett	Draft reviewed. Ready for AB approval
171106	1.1	BSaporta	Reformat
171214	1.1	171214	Approved by AB
201006	1.2	TWeir	Minor edits to text; added mapping table exemplars; added approval stages to Action Plan
04/06/2023	1.3	Narelle Whatley (Dean)	Minor edits, converted to new template as per changed branding guidelines. Added to definitions, including policy register numbering. Updated regulatory compliance information.

Appendix A: Sample Action Plan

STUDENT COHORT TEACH OUT STRATEGY – CURRENTLY ENROLLED STUDENTS

Please outline the teach out and transition strategy for students at different levels, using the example strategies below as a guide.

Student Cohort	**Headcount**	**Transition Strategy (**Transfer to replaced award course with credit transfer Continue enrolment in existing award course, Not required – This cohort will graduate in existing award course)
2020		
2019		
2018		

1. **STUDENT COHORT TEACH OUT STRATEGY – PENDING STUDENTS**

Please show the transition arrangements for each cohort.

Student Cohort	**Headcount**	**Year of commencement**	**Transition Strategy**
Deferred Enrolments			
Students with CoE			
Students on pathways or linked courses			
Students who have deferred, are on probation/suspension, or otherwise not enrolled			

3. COURSE DELIVERY MAPPING

Show the projected year and semester of all units still to be delivered in the existing course and anticipated headcount. If applicable, the projected delivery in the replacement course. Student enrolment patterns and their requirements should dictate how many times each unit is offered before the course is closed. It is essential that students are provided with the opportunity to complete their intended course of study in their expected timeframe.

The example below is provided as a guide only.

	Delivery of existing course							Delivery of replacement course (if applicable)					
	2021			**2022**				**NOT APPLICABLE**					
Units	**S1**	**S2**	**S3**	**S1**	**S2**	**S3**		**S1**	**S2**	**S3**	**S1**	**S2**	**S3**
PBD101	6			0									
MAN101	7			0									
AIS101	4			0									
MRK101		5			0								
BCA102		8			0								
PTD102		3			0								
PFS102			5			0							
AIS102			6			0							

4. COURSE AND STUDENT MAPPING (DOMESTIC, INTERNATIONAL ONSHORE AND OFFSHORE)

Prepare a mapping table (using the model below) showing for each enrolled (not pending) student their status against each unit**. This should include ALL units that the student would have expected to need in order to complete their course of study.**

Student Id **[Not name]**	**Student type (Intl, dom)**	**Unit code**	**Unit name**	**Completed (Yes/No)**	**Next planned delivery of unit (if not completed)**	**Summary**	
Example provided, not an actual student						**Units complete**	**Units remaining**
ID # 123456	Intl	PBD101	Practical Accounting for Business Decisions	YES			
		MAN101	Introduction to Management	YES			
		AIS101	Business Information Systems for Accountants	YES			
		MRK101	Introduction to Marketing	NO	S2, 2021		
		BCA102	Business Communication for Accountants	YES			
		PTD102	Preparation of Tax Documentation	NO	S3, 2020		
		PFS102	Practical Preparation of Financial Statements	YES			
		AIS102	Accounting Information Systems	NO	S2, 2021		

						5	3