

Procedure Name	TRANSITION AND TEACH-OUT PROCEDURE
Procedure Number	A011_PR_HE (Academic)
Purpose	This procedure details the Whitehouse Institute of Design, Australia, (Whitehouse) method by which the Institute would teach-out students from a course that may be superseded or discontinued.
Scope	This procedure applies to all Higher Education accredited courses delivered by Whitehouse. In the event that Whitehouse discontinues a higher education accredited course the Institute will negotiate with students to ensure the best outcome for their learning pathway. Depending on the students this may be transition to a similar program or a staged teach-out of the current course if accreditation periods permit.
Procedure	<p>Whitehouse’s approach to the transition and teach-out process for the cessation of superseded or discontinued higher education courses for domestic students and international onshore students is guided by TEQSA’s compliance requirements and Whitehouse policy for higher education courses.</p> <p>1. Transition Strategy and Process</p> <p>1.1. In order to achieve the learning and teaching policy strategies, the following practices are The Academic Director develops a proposal to teach-out a qualification and provide details of transition to replacement course/s by addressing the following areas:</p> <ul style="list-style-type: none"> • is the current course to be deactivated across both campuses or specific to a location? • is the current course to be deactivated for a specific discipline or student cohort? • will the course be replaced? If so what is the proposed replacement course title, description and course map • if there is no replacement course, summarise the arrangements to enable all students to complete the course in which they are enrolled • are there students who have commenced a pathway likely to be affected in the future by the proposed course cessation? • date of the last new intake to this course • proposed completion of teach-out (Whitehouse recommends standard course duration x 150%). <p>1.2. Addition of New Qualifications</p> <p>The Academic Director will review the superseded and the replacement qualification and recommend a teach-out or upgrade strategy for existing students as a ‘group’. This will typically involve reviewing subjects, learning outcomes and briefs for the superseded qualification and determining how these compare to those of the replacement qualification.</p>

1.3. Existing students Due to Complete

- Existing students who should be completing within teach-out under standard enrolment periods will be advised that they cannot receive extensions for assessment beyond the end of the teach-out period; and so will only have the option to complete the current qualification.
- Students who do not complete the superseded qualification within the communicated time-frame or have not chosen to transition will not be entitled to a fee- refund as they will have exceeded their original enrolment term.

1.4. Deleted Qualification with no Replacement

- Where a qualification has been deleted and no replacement approved, no new students will be enrolled in the qualification. Existing students will be advised that the qualification is now deleted and will be given a maximum teach-out period of 36 months (trimester students) to complete the deleted qualification.
- Where a reasonable alternative qualification is available Whitehouse may offer that to students as an option to completing the superseded / deleted qualification.

2. Student Cohort Teaching-out Strategy – Currently Enrolled Students

The Academic Director will outline a teach-out and/or transition strategy addressing whether there will be a:

- transfer to the replacement course with credit transfer

OR

- continued enrolment in the superseded / deleted course with current cohort graduating with the qualification / award for the course in which they originally enrolled.

3. Student Cohort Teach-Out Strategy – Pending Students

The Academic Director will develop proposed transition arrangements for each cohort addressing:

- deferred enrolments
- students with cancel of enrolments pending
- students on pathways or linked courses.

4. Course and Student Mapping (Domestic and International)

The Academic Director will complete a table/spreadsheet showing for each student their status in each subject and summarising what subjects remain to be completed.

5. Course Delivery Mapping

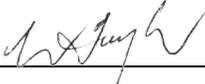
The Academic Director will map courses that are being taught-out against replacement courses showing the projected year and trimester of all subjects still to be delivered in the existing course and if applicable, the projected delivery in the replacement course.

6. Preservation of Teaching and Learning Quality

The transition strategy will address the following.

- 6.1.** Does the planned sequence of subjects of study allow the original course learning outcomes to be met?

	<p>6.2. Will students who opt to study part-time be able to complete the planned sequence of subjects?</p> <p>6.3. Has provision been made for students who do not complete subjects satisfactorily and for students taking leave of absence?</p> <p>6.4. Will students be provided with individual course plans showing their progress in the course across the teach-out period to completion?</p> <p>7. Communication Strategy</p> <p>Once approved through the Learning and Teaching Assessment Curriculum Committee (LTACC), Executive Management Committee (EMC) and Academic Board. the Academic Director and Marketing Manager will develop a Communication Strategy that will include (but not be limited to):</p> <ul style="list-style-type: none"> • communication to enrolled students • communication to students who are in the application process • all Academic staff • all Administrative staff. <p>8. SUPPORT, ENDORSEMENT AND APPROVAL FOR TRANSITION AND TEACH-OUT PLAN</p> <p>The Transition Strategy requires support, endorsement and approval for transition and teach-out plans by:</p> <ul style="list-style-type: none"> • LTACC • EMC • academic board • board of governors.
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS)
<p>Key Related Documents</p>	<p>Transition and Teach-out Policy</p> <p>Course Review Policy</p> <p>Course Review Procedure</p> <p>Curriculum and Assessment Review Policy</p> <p>Curriculum and Assessment Review Procedure</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Benchmarking Policy</p> <p>Benchmarking procedure</p>
<p>Definitions</p>	<p>The following definitions apply for the purpose of this Procedure.</p> <p>Scope of registration: the government published list of courses that a Higher Education Provider (HEP) is allowed to deliver (http://www.teqsa.gov.au/national-register).</p>

	<p>Transition Period: the timeframe that a deleted qualification or replacement course must be completed. Whitehouse recommends standard course duration x 150% which is equal to 36months on a trimester program.</p> <p>Teach-out: refers to the allowable period to complete the qualification issuance of current students in an inactive or deleted course. According to TEQSA teach out “is a situation where no new students can be enrolled in a course of study and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed replacement course at no disadvantage to the student”.</p>		
Responsible Officer	Academic Director		
Approval Authority/ Authorities	Joint Executive Directors Academic Board		
Date Approved	10/04/2017		
Date of Commencement	11/04/2017		
Date for Review	11/04/2020		
Documents superseded by this Procedure	Transition and Teach Out Policy and Procedure (January 2013)		
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p> <p>31/01/2013 Reworked VET policy and procedure to incorporate Higher Education Standards</p> <p>19/09/2012 Re-worked for vocational education</p> <p>05/2012 Written for VET 01/2015</p>		
Signed and dated for Whitehouse Pty Ltd	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Signature</p> </div> <div style="text-align: center;"> <p>Les Taylor</p> <hr style="width: 100%;"/> <p>Name</p> </div> <div style="text-align: center;"> <p>30/05/2018</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>		

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students