Policy Name	TRANSITION AND TEACH-OUT POLICY
Policy Number	**A011_PO_HE (Academic)**
Purpose	This policy details the Whitehouse Institute of Design, Australia, (Whitehouse) strategy to maintain the Scope of Registration where Whitehouse only delivers current accredited courses and ensuring transition of students from courses that may be superseded, to current courses.
Scope	This policy applies to all Higher Education accredited courses delivered by Whitehouse.
Policy Statement	Whitehouse is committed to managing its Scope of Registration and transitioning students appropriately to ensure that students are not disadvantaged and that only current courses and qualifications are being delivered. Whitehouse will ensure that should an accredited course be superseded or discontinued, a negotiated plan of transition or teach out will be undertaken. Whitehouse is committed to ensuring that students are able to complete the most up to date version of any qualification it delivers. To ensure this Whitehouse will: • assist current students to complete their existing course within the teach out period • apply for Scope of Registration for any replacement qualifications as soon as practicable • map the old to the new qualification and be able to advise existing students on the implications of transition to the newer qualification if required • advise students if Whitehouse is unable to offer a replacement qualification and • allow existing students to transition to the newer qualification where applicable and / or available (subject to any ongoing funding entitlements).
Relevant Legislation	• Higher Education Standards Framework (Threshold Standards) 2021 • 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)
Key Related Documents	Transition and Teach-out Procedure Course Review Policy Course Review Procedure Curriculum and Assessment Review Policy Curriculum and Assessment Review Procedure Access and Equity Policy Access and Equity Procedure Benchmarking policy Benchmarking procedure

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Definitions	The following definitions apply for the purpose of this Procedure. Scope of Registration: the government published register of courses that a Higher Education Provider (HEP) is allowed to deliver (http://www.teqsa.gov.au/national-register). 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. Teach-out: refers to the allowable period to complete the qualification issuance of current students in a superseded 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".
Responsible Officer	Academic Director
Approval Authority/ Authorities	Joint Executive Directors Academic Board
Date Approved	01/06/2021
Date of Commencement	02/06/2021
Date for Review	01/06/2024
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)
Amendment History	06/2021 Re-approval 05/2018 Re-branding – Header & Footer only 11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments 31/01/2013 Reworked VET policy and procedure to incorporate Higher Education Standards 19 /09/2012 Re-worked for vocational education 05/2012 Written for VET 01/2015

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Signed and dated for Whitehouse Pty Ltd		Les Taylor	01/06/2021
	Signature	**Name**	**Date**

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students

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