1. Purpose
   To set out the responsibilities of ACER in the event that a Course is to be discontinued.

2. Scope
   This policy applies to all accredited Courses

3. Definitions
   See Glossary of Terms.

4. Legislation and related documents
   Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (C’wealth)
   Disability Discrimination Act 1992 (C’wealth)
   Equal Opportunity Act 1995 (Vic)
   Racial Discrimination Act 1975 (C’wealth)
   ACER Student Policies
   Threshold Standards (section 6.2)
   Australian Qualifications Framework (AQF) 2nd edn. (Jan 2013)
   Disability Discrimination Act – Education Standards 2005
   Higher Education Standards Framework (Threshold Standards) 2015
   TEQSA Information Sheet: eLearning and compliance with the Threshold Standards
   TEQSA Guidance Note: Course Design
5. **Discontinuation of courses**

Courses can enter Teach Out mode on the basis of a decision by ACER or because of a decision by TEQSA.

Discontinuations must be approved by the ACER Academic Board before Students are formally notified of the discontinuation.

No new Students can be enrolled in a Course, and arrangements are made to ensure that all existing enrolled Students can either complete the Course or provide transition to a mutually agreed Course at no disadvantage to the Student.

6. **Teach Out Plan**

The Director must submit a teach-out plan to the ACER Academic Board for approval of each discontinued Course where there are currently enrolled Students, including those who have Deferred. The teach-out plan must:

i. detail the Units that will be offered over the period of phasing-out

ii. indicate how the integrity of the Course will be maintained and its objectives met during the phase-out process;

iii. detail the implications for Student progress in the academic program; and,

iv. include a teach-out timetable, with a maximum period of three years

7. **Notification to Students**

All Students enrolled in a Course that is to be phased-out must be notified of:

i. the plans for discontinuation

ii. the expected timetable for phasing-out; and

iii. any planned changes in the overall study options that will be available to them.

Students must be notified as early as possible before the normal time for enrolment, and offered counselling as to their options for Course completion.

Students who are already on Approved leave (as outlined in ACER PP3110 Course Rules Policy, section 9) from a Course that is to be phased-out should be able to return to complete the Course, provided they re-enrol no later than the end of the period of Approved leave. Any leave Approved after the discontinuation process has commenced should be negotiated with the Student on the basis that a return to the Course in which the Student was enrolled may not be possible.

8. **Special Arrangements In Phasing-Out Courses**

TEQSA advises that a Course for which accreditation is due to expire, but is deemed to be in Teach Out mode is still required to be accredited until all Students have either
completed or transitioned out of the Course. Renewal of accreditation for a Course in Teach Out mode cannot exceed two years.

Courses delivered in Teach Out mode are required to meet the Threshold Standards. The Teach Out re-accreditation process, therefore, requires providers to ensure they have appropriate provisions in place to ensure Course resourcing, Course outcomes and overall service and support to Students is not reduced as part of any Teach Out process.

Students enrolled in discontinued Courses are subject to the normal Course duration and progress rules for the Course (see ACER PP3110 Course Rules Policy).

Students who are enrolled in a Course which is subsequently discontinued and who make satisfactory progress will be able to complete that Course, including all compulsory elements and any requirements necessary for professional accreditation.

Where the number of Students makes it non-viable to run Units, special arrangements may be made for completion. These must be approved by the ACER Academic Board.

9. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at

http://courses.acer.edu.au/students/policies

10. Version Control

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<thead>
<tr>
<th>Version Control</th>
<th>Date effective</th>
<th>Amendments by</th>
<th>Amendment</th>
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<td>1.</td>
<td>21/5/2014</td>
<td>E. Hartnell-Young</td>
<td>New Policy</td>
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<tr>
<td>Notify Academic Board of intention to withdraw a course.</td>
<td>Director, ACER Institute</td>
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<td>Seek advice from the ACER legal office on any relevant issue (eg. content of written communication to students notifying them of the decision to withdraw the course and honouring contractual obligations).</td>
<td>Director, ACER Institute</td>
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<tr>
<td>Develop a communication plan to advise any current applicants or students with offers for subsequent intake periods that the course will no longer be offered, including information about alternative course options that are available.</td>
<td>Director, ACER Institute</td>
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<td>Consult with the Library, IT and Student Support regarding maintenance of support services.</td>
<td>Course Coordinator</td>
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<td>Communicate the teach-out arrangements to all students affected detailing all available options for completion.</td>
<td>Student Administration</td>
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<td>Where possible, consider holding a meeting with students to explain processes and address any concerns.</td>
<td>Course Coordinator</td>
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<td>Nominate a contact person to deal with student enquiries about the process.</td>
<td>Director, ACER Institute</td>
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<tr>
<td>Establish a website for students with information about the teach-out. Refer to this site in all future correspondence with students, especially for re-enrolment information.</td>
<td>Director, ACER Institute</td>
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<tr>
<td>Prepare and supply individual course plans for all students mapping their progression to completion within the designated teach-out period.</td>
<td>Director, ACER Institute</td>
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<td>Maintain the website for students with information about the teach-out. Refer to this site in all future correspondence with students, especially for re-enrolment information.</td>
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