



POLICY AND PROCEDURE

Name:	TEACH OUT POLICY
Policy No:	PP3123
Approved by:	ACER Academic Board
Last reviewed:	August 2018
Responsible Division/ Department	Professional Resources Division/ACER Institute

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)

[Australian Qualifications Framework \(AQF\) 2nd edn. \(Jan 2013\)](#)

[Disability Standards for Education 2005](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[TEQSA Guidance Note: Course Design](#)

[ACER Student Policies](#)

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.

ACER will comply with the arrangements outlined in PP3124 Tuition Assurance Policy.

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

In the event that ACER ceases to offer a Higher Education Course affected Students will be notified in writing, of ACER's decision, within two days, and within seven business days ACER will hold a meeting with those 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 who are already on Approved leave (as outlined in ACER PP3110 Course Rules Policy) 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: <https://www.acer.org/professional-learning/postgraduate/students/policies>

10. Version Control

Authorised by: ACER Academic Board

Maintained by: Director ACER Institute

Written: May 2014

Review: August 2020

Version Number: 4

Version Control	Date effective	Amendments by	Amendment
1.	21/5/2014	E.Hartnell-Young	New Policy
2.	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Discontinuation of Course, Awareness of Policy, Version Control details. formatting.
3	17/8/2016	P. Taylor-Guy	Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control
4	1/ 8/ 2018	P. Taylor-Guy	Version Control, links. Check for alignment with HELP-FEE requirements. Aligned with Tuition Assurance Policy.

ACER Teach Out plan

Action	Responsibility	Date for Completion
Notify Academic Board of intention to withdraw a course.	Director, ACER Institute	
Seek advice from the ACER legal office on any relevant issue (e.g., content of written communication to students notifying them of the decision to withdraw the course and honouring contractual obligations).	Director, ACER Institute	
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.	Director, ACER Institute	
Consult with the Library, IT and Student Support regarding maintenance of support services.	Course Coordinator	
Communicate the teach-out arrangements to all students affected detailing all available options for completion.	Student Administration	
Hold a meeting with students to explain processes and address any concerns.	Course Coordinator	
Nominate a contact person to deal with student enquiries about the process.	Director, ACER Institute	
Establish a webpage for students with information about the teach-out. Refer to this page in all future correspondence with students, especially for re-enrolment information.	Director, ACER Institute	
Prepare and supply individual course plans for all students mapping their progression to completion within the designated teach-out period.	Director, ACER Institute	
Maintain the webpages for students with information about the teach-out. Refer to these webpages in all future correspondence with students, especially for re-enrolment information.	Director, ACER Institute	