

TEACH-OUT PLAN

Section 1: Course Details

The Higher Education Standards Framework (6.2.1i) requires that when a higher education provider discontinues a course of study, there are effective teach-out or Course transition plans for all students enrolled in the Course of study to ensure that these students are not disadvantaged.

Course Name:			
Course Codes:	Internal Code		CRICOS Code
Scope of Course Teach-Out :	<input type="checkbox"/> Course will no longer be offered to any students at any locations (including all majors) and will be removed from the GHE Course profile <input type="checkbox"/> Course will no longer be offered to particular student cohorts (please specify) <input type="checkbox"/> Specific focus areas/majors will cease to be offered (please specify) <input type="checkbox"/> Other (please specify)		
Date of final intake:			
Proposed completion date of teach-out:			
Number of students potentially impacted:	Domestic		International

Section 2: Rationale

Please provide a one/two page rationale for cessation:

- academic risk, financial risk, other;
- impact on other Courses;
- implications for contractual partners;
- implications for professional accreditation bodies.

Section 3: Teach-out Risk Assessment

Risk No. : <#>	<Risk Name>	Risk Owner: <Owners Position>			
SECTION 1 – RISK PROFILE					
Risk description:	<Description>	How this risk is rated			
Strategic / Operational plan objective:	<Objective>	Section 2			
The causes that have led to, or contributed to, this risk:	<ul style="list-style-type: none"> <Cause 1> <Cause 2> 	Likelihood	Consequence	Current Risk Rating With existing controls in place	Risk Treatment
		<Rating>	<Rating>	<Rating>	Avoid/Mitigate/Transfer/Accept
The impacts of this risk to achieving the strategic objective:	<ul style="list-style-type: none"> <Impact 1> <Impact 2> 	Section 3			
		Likelihood	Consequence	Projected Risk Rating After risk treatments are applied	Is the current risk level acceptable?
		<Rating>	<Rating>	<Rating>	<Yes / No>
RISK PROFILE - Overview					
Risk rating changes: <Brief History>					
Effectiveness of controls: <Rating>					
Status of treatments: <Rating>					
SECTION 2 – OUR EXISTING CONTROLS TO MANAGE THIS RISK					
Existing controls		Effectiveness of existing controls	Accountable officer	Contact officer	
SECTION 3 – OUR TREATMENTS TO MANAGE THIS RISK					
Risk treatments	Due date for completion	Traffic light status as at <Today>	Reason for status	Risk treatment manager	Risk treatment contact officer

Section 4: General Strategy

Currently enrolled students

Please outline teach out and general transition strategy, using the examples below as a guide.

Student Cohort (Year Commenced)	Number	Transition Strategy <ol style="list-style-type: none"> 1. Transfer to replacement Course with credit transfer 2. Transition the student into another GHE Course 3. Transition the student into a Course delivered by GHE partner institution. Continue enrolment in existing award Course 4. Transition the student into a Course offered by another higher education institution 5. Not required – This cohort will graduate in existing award Course 6. Other
Year x		
Year x-1		
Year x-2		
Year x-3 etc		

Pending students

Please show the transition arrangements for each cohort.

Student Cohort	Number	Transition Strategy <ol style="list-style-type: none"> 1. Transfer to replacement Course with credit transfer 2. Transition the student into another GHE Course 3. Transition the student into a Course delivered by GHE partner institution. Continue enrolment in existing award Course 4. Transition the student into a Course offered by another higher education institution 5. Not required – This cohort will graduate in existing award Course 6. Other
Deferred Enrolments		
Year x		
Year x-1		
Year x-2 etc		
Students with CoE		
Students with accepted offer		

Section 5: Course Mapping

Please show the projected year and semester of all Unit still to be delivered in the existing Course and, if applicable, the projected delivery in the replacement Course.

Delivery of existing Unit							Delivery of replacement Unit (if applicable)						
	[Year]		[Year]		[Insert additional cells as required]			[Year]		[Year]		[Insert additional cells as required]	
	S1	S2	S1	S2	S1	S2		S1	S2	S1	S2	S1	S2
Core Units							Core Unit						
Unit code							Unit code						
Elective Units							Elective Units						
Unit code							Unit code						

Please complete a table/ excel spreadsheet (as per the model below) showing for each student their status against each Unit and summarising what remains to be completed.

Student Id [Not names]	Status [Part-time/Part-time]	Core Units Yet to Complete			Electives Yet to Complete			Credit Point Details		
		Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Credit points achieved	Credit points remaining	Total Credit Points
Domestic										
International										

Section 6: Action Sheet

Category	Action	Key Dates	Responsibility
Strategy	If required, initiate agreements with other higher education institutions to receive transferring students		
	Contact TEQSA		
Marketing	Removal of Course from e-marketing materials		
	Removal of Course from hard copy marketing materials		
	Advise all agents regarding Course withdrawal		
Offer and Enrolment	Student Support advised to cease making offers for the Course		
	Student to whom GHE may have made an offer but not yet accepted advised and discussions commenced regarding alternative Courses and/or providers		
Refunds	Advise prospective students from whom GHE has received money for fees or other ancillary charges of their refund rights and process accordingly		
	Advise current students from whom GHE has received fees or other ancillary charges and will not supply the educational service of their refund rights and process accordingly		
Deferrals/Leave of Absence	Advise students who have deferred or taken a leave of absence of teach-out arrangements		

	<p>In consultation with the student develop a progression plan to:</p> <ul style="list-style-type: none"> • maximise chance of completion prior the end of teach-out; OR • transition the student into another GHE Course; • transition the student into a Course delivered by GHE partner institution; • transition the student into a Course offered by another higher education provider. 		
Student Progression	<p>In consultation with the student develop a progression plan to:</p> <ul style="list-style-type: none"> • maximise chance of completion prior the end of teach-out; OR • transition the student into another GHE Course; • transition the student into a Course delivered by GHE partner institution; • transition the student into a Course offered by another higher education provider. 		

Section 7: Communications Plan

Stakeholder	Information/Message	Date	Medium	Responsibility
Students <ul style="list-style-type: none"> • Letters to enrolled students • Letters to students who are in the application process • Group and individual student meetings (optional) 				
Key staff				
TEQSA				
Professional accreditation bodies				

Associated information

Related Policy Suite Documents	Course-Teach-Out Policy Course Teach-Out Procedure Course Teach-Out Plan Template Transition Register Glossary of Terms
Date Approved	9 November 2020
Approval Authority	Academic Director
Policy Custodian	Academic Director
PinPoint DocID	2994

Change history

Version Control	Version 1.0	
Change Summary	9-Nov-20	v1.0 Approved by the Academic Director

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