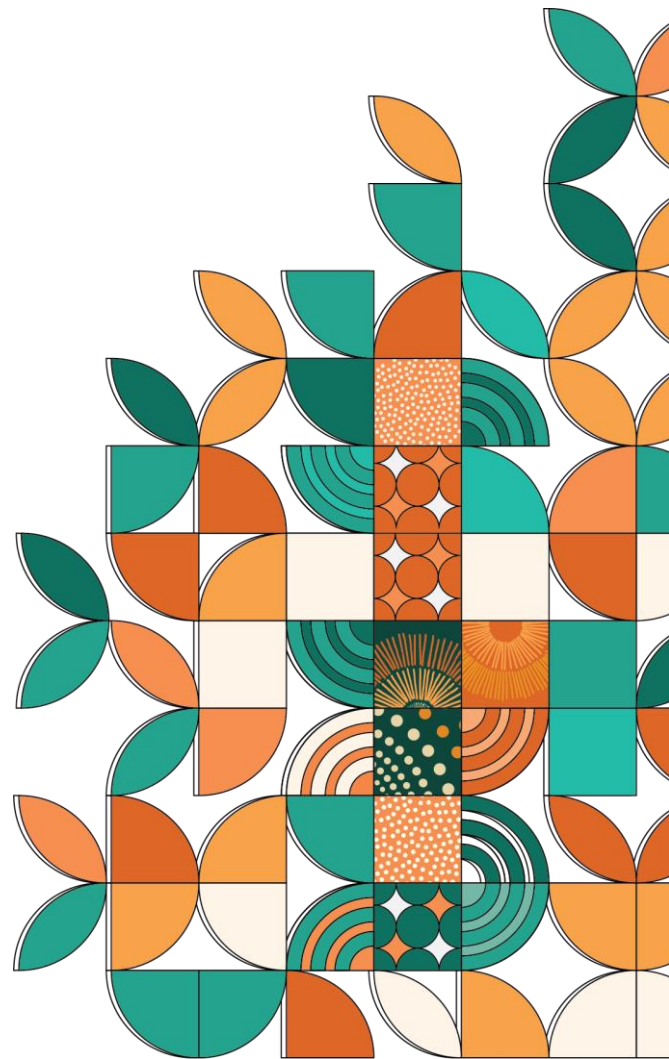


Teach-Out and Transition Procedure



SECTION 1

1. Purpose

- 1.1 The Teach-Out and Transition Procedure outlines the steps the Institute of Health and Nursing Australia (IHNA) will take to ensure that all students enrolled in a course that is being superseded or discontinued have the opportunity to complete their course or transition to a suitable alternative. This procedure ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015 outlined by the Australian Skills Quality Authority (ASQA) and other relevant regulatory bodies.

2. Scope

- 2.1 This Procedure applies to all accredited or award courses of IHNA that are being discontinued or superseded.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Course discontinuance principles

- 4.1 The discontinuance of an accredited course must be approved by the Board of Directors on the recommendation of the Academic Board through a discontinuation proposal.
- 4.2 When a course has been approved to be discontinued, publicly available information regarding the accredited course must clearly state that no further enrolments are available for that course. The website and all marketing material will reflect that the course is no longer available.
- 4.3 No further enrolments will be allowed in the discontinued course.
- 4.4 A Teach-out and/or Transition Plan must be approved by the Academic Board to ensure fair and equitable options are available for students currently enrolled to complete the course.
- 4.5 The interests of students will always be protected, and students will not be disadvantaged by the transition and/or teach-out arrangements.

- 4.6 There will be equitable treatment of all students.
- 4.7 Students will be given a reasonable amount of time to complete their course or be able to enrol into an alternative course.
- 4.8 The course in teach-out mode will continue to meet all regulatory standards and course resourcing, course outcomes and overall service and support levels will not be reduced.
- 4.9 The course will remain accredited until all students have either completed or transitioned out.
- 4.10 If a course is superseded by a new, improved version, IHNA will prioritise completing the training and assessment for the original course within one year of the replacement's release. Alternatively, IHNA explore transferring students to the new program if that aligns with learning goals.
- 4.11 For qualifications that are no longer current but have not been replaced, IHNA will ensure to complete the training and assessment within two years of the qualification's removal from the national register. This ensures that students will receive the official AQF certification.
- 4.12 If a course component (like a skill set, unit, or short course) is no longer current and has no replacement, IHNA will prioritise completing the training and assessment within one year of its removal. Students will still receive the relevant AQF certification document.
- 4.13 IHNA will not accept new enrolments in courses that have been removed from the national register.

5. Course discontinuation/teach-out and transition procedures

- 5.1 If IHNA discontinues an approved accredited course, the Academic Board will submit a discontinuation proposal to the Board of Directors for approval. The discontinuation proposal will include:
 - a. Rationale for discontinuing the course.
 - b. A Teach-Out and Transition Plan.
 - c. The impact on key stakeholders.

- d. Strategic consequences.
 - e. Financial consequences.
- 5.2 The Board of Directors will assess and determine whether the discontinuation proposal and Teach- Out and Transition Plan are fair and equitable for affected students and do not disadvantage students from completing their studies.
- 5.3 When a course is forced into teach-out mode due to expiry of course accreditation or a regulatory decision made by ASQA, the following procedures will be followed:
- a. A Teach-Out and Transition Plan must be developed and approved by IHNA's executive management, academic board, and board of directors in the event of course accreditation expiration or a regulatory decision. This plan is subject to any restrictions imposed by ASQA. Affected students will be notified according to the Teach-Out and Transition Plan regarding the course discontinuation, the teach-out timeline, and their options for completing the course.
- 5.4 Contingency arrangements will be established to facilitate students' transition into equivalent courses at another provider, if necessary. The Teach-Out Plan outlines a clear path for students to complete their qualifications despite the course discontinuation. The plan will cover:
- a. Number of students impacted: This clarifies how many IHNA students will be involved in the teach-out process.
 - b. Completion timeline: The plan will specify a realistic timeframe for students to complete their qualification. This timeframe will adhere to limitations set by regulatory bodies.
 - c. Student progress monitoring: IHNA will monitor the student's progress throughout the teach-out period to ensure that students stay on track for successful completion.
 - d. Support for completion: The plan will outline the various resources and support options available to help the student complete their course.
 - e. Clear and consistent communication: IHNA is committed to informing you throughout the teach-out process. This includes:
 - i. Communication methods: IHNA will clearly define how and when you will

- receive updates (e.g., emails, information sessions).
- ii. Content of updates: The information you receive will address all relevant aspects of the teach-out process.
 - iii. Ongoing support: IHNA will maintain open communication channels throughout the teach-out period, allowing students to ask questions and receive assistance.
- 5.5 The Teach-Out plan ensures all necessary student support to complete the qualification successfully. In some cases, a formal Teach-Out Plan might not be the most suitable option. This could be due to various reasons, such as a lack of equivalent courses at IHNA or other factors that might disadvantage students. In these situations, IHNA will explore Contingency Transition Arrangements. This plan involves partnering with a similar registered provider offering a course equivalent or closely aligned with the discontinued course. IHNA will work with this provider to develop a smooth transition process for affected students. The plan will outline key details such as:
- a. Number of students involved: This clarifies how many IHNA students will be transitioning to another provider.
 - b. Personalised completion plan: Each student will receive a recommended study plan outlining how they can complete their qualification at the new provider.
 - c. Credit transfer: The plan will determine the total number of credits student will receive based on the credit transfer agreement approved by IHNA's relevant committees (Academic Board and Learning and Teaching Committee). This ensures students receive credit for their completed studies at IHNA.
- 5.6 Support throughout transition: IHNA will provide appropriate support and resources to ensure a smooth transition and successful completion of students' studies at the new provider.
- 5.7 IHNA is committed to minimising disruption to the student's studies and maximising the chances of successfully completing the qualification. IHNA will work diligently to find the best possible solutions for the affected students, whether through a Teach-out Plan or a Contingency Transition Plan.
- 5.8 Students have the right to lodge a formal complaint regarding any aspect of the

Teach-Out Procedure following IHNA's established Complaints and Appeals Policy and Procedure.

6. Responsibilities

- 6.1 IHNA Academic Director and National Training Manager provide leadership and ensure the Teach-Out and Transition Procedure is followed effectively.
- 6.2 The Academic Board, including the Learning and Teaching Committee, oversees academic standards and makes recommendations on course discontinuance and transition arrangements. This committee also manages credit transfers and monitors the teach-out process. T
- 6.3 he IHNA Quality Assurance Department ensures all courses meet accreditation standards and prepares necessary submissions to regulatory bodies. The Registrar takes the lead in managing the day-to-day operations of the teach-out or transition process.
- 6.4 The Finance Manager assesses the financial implications of course discontinuation to minimise any potential impact on students and the institute.

SECTION 3

7. Associated information

<p>Related Internal Documents</p>	<ul style="list-style-type: none"> ● Student Complaints and Appeals Policy ● Student Complaints and Appeals Procedure ● Training Package Transition Policy ● Recognition of Prior Learning Policy ● Recognition of Prior Learning Policy
<p>Related Legislation, Standards, and Codes</p>	<ul style="list-style-type: none"> ● National Vocational Education and Training Regulator Act 2011 ● Standards for Registered Training Organisation 2015 ● National Code of Practice for Providers of Education and Training to Overseas Students 2018 ● The Education Services for Overseas Students (ESOS) Act 2000 ● Australian Core Skills Framework ● Australian Qualifications Framework ● Enrolled Nurse Accreditation Standards 2017 ● Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First

	Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
Date Approved by Academic Board	23/11/2023
Date Endorsed by Board of Directors	23/11/2023
Date Published in StaffHub	23/11/2023
Next Review Date	31/12/2026
Approval Authority	Academic Board
Position responsible for implementation of this policy	Academic Director
Document Custodian	Academic Director
Department	Management
SRTO2015 Stds and sub section	Standards of RTOs 2015 - Clauses 1.26 to 1.27
IHNA DocID	IHNA-TOP2-2.0

8. Change History

Version Control		Version 2.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.1.0	10/03/2020	Prepared and revised the procedure
V.2.0	26/06/2024	Updated in new template and logo, Made structural changes to the document, Remove redundancy and rewrite sentences for clarity of information, Added information regarding superseded course completion timeframe according to SRTOs 2015