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## PROCEDURE A7.1-P7.1

### TEACH OUT AND TRANSITION

#### 1.0 INTRODUCTION

##### 1.1 Related Policy

Teach out and Transition Policy.

##### 1.2 Purpose

This procedure outlines the responsibilities and processes involved in the establishment of teach out and transition plans.

It should be read in conjunction with the Teach out and Transition Policy and Course Lifecycle Policy and Procedure.

##### 1.3 Scope

This policy applies to all domestic and international students enrolled at ABS.

This policy applies to all ABS staff involved in processes related to course teach outs and transitions.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

- a. Students are responsible to follow and comply with this Procedure and its Policy.
- b. ABS staff are responsible to use this Procedure and its Policy to establish each teach out or transition plans for students.

#### 3.0 PROCEDURE

##### 3.1 Initiation of a Course Teach out and Transition Plan.

1. Where ABS initiates a course phase out and discontinuation, the Executive Director must ensure the processes noted in the Course Lifecycle Policy and Procedure are met and appropriate authorisation is given.

2. Where TEQSA initiates a course phase out and discontinuation, by notifying ABS of this intent, the Executive Director is responsible to notify the Academic Board and Corporate Board and immediately initiate the development of a Course Teach Out and Transition Plan.

### 3.2 Course Teach out and Transition Plan

1. The Executive Dean, ABS is responsible to manage the development of a proposed Course Teach Out and Transition Plan in consultation with internal stakeholders. (See Schedule 1 of this policy “Course Teach out and Transition Plan” for a pro forma proposal).
2. The Executive Dean, ABS will request for data to be extracted from the Student Management System (SMS) and the Learning Management System (LMS) to determine the number of prospective and current students impacted; including students who are currently deferred.
3. In determining the course teach out/transition end date, the Executive Dean, ABS will consider:
  - a. Full time and part time student study loads.
  - b. Impact on an international student’s visa status; as they are expected to complete within their original course duration.
  - c. Students currently on approved deferral.
  - d. Where possible, allowing access of up to one year to the course, calculated from the final course teach out date, to allow for any progress issues or deferral requests on compassionate and compelling reasons during the teach out/transition period.
4. In the development of the Course Teach out and Transition Plan, the Executive Dean, ABS will ensure the plan includes:
  - a. The content of written communication to students. This must include timelines, responsibilities, academic staff as well as students who are deferred or who have not yet commenced the impacted course.
  - b. Impact on any contractual obligations associated with the course.
  - c. Student load issues involved in the teach-out strategy are addressed; including resources and arrangements to support students to ensure they are enabled to complete on time, or if applicable assistance to transition into an alternative course.

- d. Offering valid transition pathways to other courses at ABS or at other similar education providers.
  - e. Impact on international students specifically where a CoE has been issued, a visa granted but the student has not yet commenced.
  - f. Potential impact of any packaged courses for which CoEs have already been issued for international students.
  - g. Clear course delivery mapping showing students will have a reasonable timeline to complete the course
  - h. Anticipated timeline including the effective date of the termination of the course.
  - i. Whether the course is due for re-accreditation before the teach out/transitional end date. A course in teach out mode will not have its accreditation renewed for more than two years.
5. The proposed Course Teach out and Transition Plan must be reviewed and approved by the Teaching and Learning Committee (TLC) with endorsement from the Academic Board and the Executive Director.
  6. Where a course discontinuation is initiated by TEQSA, the Executive Director will share the proposed Course Teach out and Transition Plan with TEQSA for feedback and endorsement. ABS will collaborate closely with TEQSA to ensure timelines are in line with their requirements and that students are not disadvantaged.

### 3.3 Individual Student Teach out and Transition Plan

1. On approval of the Course Teach out and Transition Plan, the Executive Dean, ABS will initiate and coordinate the development of the Individual Student Teach out and Transition Plans. (See Schedule 2 of this policy “Individual Student Teach out and Transition Plan” for a pro forma proposal).
2. The Executive Dean, ABS is responsible to ensure that:
  - a. Organise information sessions for specific student cohorts to provide information regarding the teach out/transition.

- b. Students have the opportunity to speak directly to ABS staff regarding their plans and ask questions specific to their circumstances.
  - c. Sufficient resourcing is available to mentor and support students so that they stay on track.
  - d. Liaise with other education providers, on behalf of a student, where an alternate replacement course is required by the Course Teach out and Transition Plan.
  - e. Students who refuse to undertake the replacement course are referred to the Tuition Protection Services (TPS).
3. Individual Student Plans will be reviewed at the end of each session after results are released by the Executive Dean, ABS or nominee, to ensure students remain on track to complete and any progression issues are addressed.
4. The Executive Dean, ABS will inform the TLC of potential risks and any amendments that may need to be made to the Course Teach out and Transition Plan throughout the teach out/transition period.
5. In the event students are reaching the end of the teach out/transition period there may be a need to approve alternate units or cross institutional enrolment to facilitate completion of the course. The Executive Dean, ABS will consider these on a case by case basis.

### **3.4 Student Communication**

1. A communication plan will be developed as per the Course Lifecycle Procedure.
2. The Executive Dean, ABS will ensure that the communication includes:
  - a. The decision to phase out and discontinue the course.
  - b. The details specific to available options to the student
  - c. Contact details of support staff available to discuss individual enquiries.
3. Communications between ABS and students must be recorded on each student's records on the ABS SMS.

## 4.0 DEFINITIONS

- **ABS** - AIM Business School
- **Course Package**- International Students can package 2 or more courses on one student visa where there is progression from one course to another.
- **International Student** - A person (whether within or outside Australia) who holds or intends to hold an Australian student visa.
- **Teach out/ Transition**- When a Provider has decided to phase out a course that still has students enrolled and no new students can be enrolled.
- **TEQSA**- Tertiary Education Quality and Standards Agency

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- ABS Teach out and Transition Policy
- Course Lifecycle Policy
- Course Lifecycle Procedure
- ABS Tuition Assurance Statement

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Executive Dean, ABS
Status	Reviewed on August 2021
Approval Authority	ABS Academic Board
Date of Approval	14/12/2021
Effective Date	14/12/2021
Implementation Owner	Executive Dean, ABS
Maintenance Owner	Head of Compliance
Review Due	August 2024
Content Enquiries	Sabina Cerimagic - Executive Dean, ABS Email: <a href="mailto:sabina.cerimagic@aimbusinessschool.edu.au">sabina.cerimagic@aimbusinessschool.edu.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
1.0	14/12/2021	ABS Academic Board	New Procedure
A7.1- P7.1	13/03/2023	Head of Compliance	Minor administrative change: update of staffing titles

## SCHEDULE 1

### ABS Course Teach out and Transition Plan

1. COURSE DETAILS			
Course Code		CRICOS Code	
Course Title			
2. DETAILS OF DISCONTINUATION			
Will the course be replaced	Y/N	Intended year of launch of new course, if applicable	
Intended Replacement Course Title			
Has the replacement course been approved by the Academic Board?		If no, then when is the review scheduled for?	
Date of final intake		Proposed teach out end date	
3. PROPOSED TRANSITION STRATEGY BY STUDENT COHORT YEAR			
Student Cohort Year	Transition Strategy (e.g Continue enrolment/transition into alternate course/ cross institutional enrolment)		
2022			

2021	
2020	
2019	
2018	
<b>4. CURRENT STUDENT DATA REPORT</b>	
<p>A report from the Student Management System must be attached to the plan. The following data must be extracted from the Student Management System per individual student record in the impacted course:</p> <ul style="list-style-type: none"><li>• Student ID</li><li>• Course start date</li><li>• Domestic/International Status</li><li>• Number of units completed</li><li>• Units current enrolled</li><li>• Units remaining</li><li>• Core/Elective unit Status</li></ul>	
<b>5. INTERNATIONAL STUDENT DATA IN COURSE PACKAGES REPORT</b>	
<p>A report from the Student Management System must be attached to the plan. The following data must be extracted from the Student Management System per individual student record in the impacted course:</p> <ul style="list-style-type: none"><li>• Student ID</li><li>• Titles of remaining course/s in package</li><li>• Start date of remaining courses/ in package (as per CoE)</li></ul>	



The Executive Dean, ABS must determine the impact of discontinuing the course including its replacement course (if applicable) will have on remaining course/s in a student's package and the potential impact on each student's visa status.

## 6. COURSE DELIVERY MAPPING

- Indicate the estimated final semester and year of each unit to be delivered for the impacted course.
- Include reference to the Estimated delivery of the replacement course if applicable.
- Rows and columns to be added to table as required.

### Delivery of Existing Course

		2022			2023		
		S1	S2	S3 (non compulsory)	S1	S2	S3 (non compulsory)
Core Units	Unit code and title						
	Unit code and title						
	Unit code and title						
	Unit code and title						
Elective units	Unit code and title						
	Unit code and title						
	Unit code and title						
	Unit code and title						

7. STUDENT SUPPORT			
Student Planning	Yes/No	Responsibility	Comments
Do additional units need to be made available during Compulsory study periods?			
Do additional units need to be made available during non-Compulsory study periods?			
Have students been issued their individual course plans?			
Are additional student support staff required? And if so for what period?			
Has training been provided to staff to answer any questions related to the teach out/transition?			
Are there any additional resources required to support student academic success?			
8. COMMUNICATION PLAN			
Communications	Yes/No	Responsibility	Comments
Students			

Academic and Non-Academic Staff			
Other Stakeholders			
Professional accreditation bodies			
<b>9. ENDORSEMENT AND APPROVAL OF THE PLAN</b>			
<b>Endorsed by</b>			
<b>Executive Director</b>	<b>Name</b>		<b>Signature</b>
			<b>Date</b>
<b>Chair of Academic Board</b>	<b>Name</b>		<b>Signature</b>
			<b>Date</b>
<b>Approval by Teaching and Learning Committee</b>	Yes/No	<b>Reasons</b>	
<b>Comments</b>			
<b>Date</b>		<b>Signature of Chair of TLC</b>	

## SCHEDULE 2

### ABS Individual Student Teach out and Transition Plan

1. STUDENT AND COURSE DETAILS			
Name		Student ID	
Sem/Year of Enrolment			
Course Code		CRICOS Code	
Course Title			

2. COURSE AND UNIT PLAN			
Unit Code and Name	Status (Enrolled/Completed/Not yet commenced)	To be completed at ABS	Alternate Mode of Completion (e.g. cross institutional enrolment/replacement course)

3. KEY DATES	
Date of Notice of teach out/ transition	
Date Plan was issued	
Date/s of student interviews	- - - -
Expected Graduation Date	

4. ADDITIONAL COMMENTS IF APPLICABLE