



Course and Training Package Discontinuation Policy - VET

Policy Code: ACA-034

Version: 5.0

Effective Date: 8 June 2020

Purpose

To ensure that when an accredited course, training package qualification or other accredited qualifications will no longer be delivered by the College, appropriate arrangements are made to notify Vocational Education and Training (VET) students and provide them with study options to complete their award.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All campuses
- All VET courses
- All VET students
- All VET staff (including sessionals)
- All Student Services staff

Policy Statement

This policy outlines the circumstances by which it may be determined that a VET course will no longer be delivered by the College. This may occur if a course is deemed by the College to be no longer viable, or by other external factors such as government or industry decisions.

In these circumstances, the College has a commitment to the educational interests and welfare of its VET students, and will provide timely and considered advice to students on how it will impact the study options available to them. When this policy is implemented, any prior policies related to course duration will be superseded.

Decision to Discontinue

Viability

A course may be deemed no longer viable in accordance with the [Course and Training Package Viability Policy - VET](#). In these instances, the Managing Director must approve the decision to discontinue the course along with a [Course and Training Package Discontinuation Plan](#). The Discontinuation Plan will outline the details of the course to be discontinued along with the rationale and options for enrolled students. The options will be one or more of the following:

- Cancel the course and enact the provisions of the [Statement of VET Tuition Assurance](#);
- Apply to ASQA for ‘teach out’ arrangements;
- Facilitate the completion of the students’ course within the accreditation / endorsement / teach out period;



- Transfer students to another course delivered by the College;
- Refer students to another institution for completion of a comparable award.

The *Course and Training Package Discontinuation Plan* will be reviewed and endorsed by the VET Advisory Board prior to review and approval by the Academic Council, on recommendation by the Managing Director.

Government Influence

In situations where government deems that a course should be discontinued, the decision to discontinue will be imposed on the College by the relevant Government Authority (such as discontinued accredited courses and training packages on www.training.gov.au). The VET Advisory Board and Academic Council will be advised of the decision. The Academic Council will need to approve a *Course and Training Package Discontinuation Plan* as outlined above.

This action is in alignment with the Vocational Education and Training, *Standards for Registered Training Organisations (RTOs) 2015*, Standard 1, Clause 1.26 b), 'Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register'.

Industry Influence

In situations where industry (including professional associations) makes decisions that impact significantly upon the professional outcomes for the course, the College may be in a position where it is either not viable or in the best interests of VET students for the course to continue. In these instances, the VET Advisory Board and Academic Council will be advised of the Managing Director's decision to discontinue delivery of a course or training package and the Academic Council must approve the *Course and Training Package Discontinuation Plan*.

Notification to Students

At the soonest possible date after a decision is made and the *Course and Training Package Discontinuation Plan* approved, all currently enrolled VET students must be notified of:

- the plans for discontinuation and the end date for the course;
- the expected final trimester for delivery of the course;
- the expected course progression arrangements; and
- any planned changes in the overall study options available to them.

It is expected that the College will make available individual course counselling for those students who need advice on their specific completion pathway / study plan.

Students will be required to approve their agreed individual study plan. Any variations to the arrangements above during the teach-out period will be communicated to students in a timely fashion and adjustments to study plans will be made as appropriate.

Students enrolled in discontinued courses / training packages are subject to normal VET course progression rules as outlined in the *Academic Progression Policy - VET* and *Graduation Policy* of the College.



Definitions

Course – an integrated sequence of academic studies which includes accredited course qualifications, training package qualifications or other accredited qualifications.

Currently Enrolled Student – a student who is enrolled in the particular course / training package at the College on the date that the discontinuation decision is made. Does not include students who have varied their enrolment to move into another course / training package or who have been withdrawn from the course.

Student / Learner – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Teach-out Period – the period of time during which currently enrolled students may be allowed to complete all course / training package outcomes including assessment and qualification issuance in a discontinued course / training package.

Related Procedures

Not Applicable

Further Information

Related Policies

[Course and Training Package Viability Policy - VET](#)

Related Documents

[Course and Training Package Discontinuation Plan](#)

[Statement of VET Tuition Assurance](#)

Guidelines

Not Applicable

Benchmarking

University of Melbourne

University of Queensland

Supporting Research and Analysis

Not Applicable

Related Legislation

[National Vocational Education and Training Regulator Act 2011](#)

[Standards for Registered Training Organisations \(RTO's\) 2015](#)



Review and Approval

Policy Author

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Recommending Body

VET Advisory Board

Meeting date: 31 July 2013

Approval Body

College Council

Meeting date: 23 August 2013

Policy Status

Revised

Responsibilities for Implementation

- Managing Director
- Academic Council
- Director of Education
- General Manager, VET
- VET Advisory Board

Key Stakeholders

- Managing Director
- Director of Education
- General Manager, VET
- Program Managers
- Trainer / Assessors
- VET students