

Course and Training Package Viability Policy - VET

Policy Code: ACA-035 **Version:** 2.0 **Effective Date:** 30 April 2019

Purpose:

This policy is necessary in order to ensure the economic viability of all accredited courses, training package qualifications and units of study offered by the Vocational Education and Training (VET) pillars of the College.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, and Wellnation. 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.*

Use of the term “Course” – *for the purposes of this policy, the term ‘Course’ should be deemed interchangeable with the terms ‘Accredited Course’ or ‘Training Package’ qualification.*

Scope:

- All campuses (including online)
- All VET courses, training package qualifications & units of study
- All VET students
- All VET staff (including sessionals)

Policy Statement:

This policy provides the parameters required to assess the economic viability of all VET courses and units of study, and outlines the actions to be implemented within these parameters.

Course and Training Package Qualification Viability

Each of the College’s VET pillars and their respective departments will consider the viability of each of their courses on an annual basis using the following policy guidelines:

- The consideration of the viability of courses will be assessed over the period of the preceding three years;

- Annual assessments of the viability of courses will be made by the National VET Manager in consultation with the Program Managers and Director, Student Services and Retention, as part of their annual course / qualification review processes;
- Student enrolment type will also be taken into account in terms of part-time, full-time and online students;
- Course review data is utilised each year by the National VET Manager in the preparation of an Annual Course Performance Report for the VET Advisory Board. This forms part of the Annual Report prepared by the National VET Manager for the Board of Directors and other stakeholders;
- Cancellation of a course will only occur at the end of an academic year with final approval by the CEO.

Assessment of viability will be made based on the size of the campus where the course is delivered:

- Larger campuses (Brisbane, Melbourne, and / or Sydney) – minimum of 10 new enrolments in a VET course will make the course viable to be delivered on that campus;
- Smaller campuses (Adelaide, Gold Coast, and / or Perth) – minimum of 8 new enrolments in a VET course will make the course viable to be delivered on that campus.

In the event that a VET course is deemed not viable, depending upon where the course is in the delivery cycle (i.e.: toward the beginning or end of a cycle) the College will enact the provisions of the [Course and Training Package Discontinuation Policy - VET](#).

Viability for an Intake

The College has multiple intakes of a VET course throughout a given year (i.e.: Term / Trimester / monthly intakes). In some instances, it may be necessary to cancel an intake for a course for viability reasons prior to the next teaching period.

Depending on viability, the CEO (in consultation with the National VET Manager) reserves the right to decide not to deliver a course nationally or at a particular campus for a particular intake. This does not constitute cancellation of the course overall, but rather, cancellation of that intake.

The College will ensure that VET international students studying on a student visa are provided with 2 weeks' notice regarding the cancellation of any course or intake of that course. If the College cancels a course or an intake of that course, this is considered to be 'provider default'. For further information regarding provider default refer to the [Refund Policy – International](#). The same period of notice will be given to domestic students.

Unit of Study Viability

Each VET pillar / department is responsible for the planning of the units of study it offers, and the mode in which they are delivered in each teaching period. Planning will be based on the following considerations:

- The viability of units of study will be assessed over the period of the preceding three years;
- The viability of each unit of study will be considered by individual mode of study (on-campus / online), as a whole unit and, where applicable, as a cross-department subject, according to the number of student enrolments in the unit of study;
- A cross-department unit of study will be assessed according to the total number of students enrolled across all applicable VET pillars / departments.

Assessment of unit of study viability will be made based on the number of students enrolled:

- New unit of study (never offered before) – 10 VET students per on-campus unit of study. (Note that the cancellation of such a unit of study can be overridden by CEO decision only, based on the needs of the College);
- Continuing subject – 8 VET students per on-campus unit of study (can be overridden by CEO decision only);
- Teach-out unit of study – decision to be made on a case by case basis by CEO.

If a unit of study does not have enough enrolments to be offered on-campus and is currently also offered in online mode, this mode may be considered as an alternative offering to current on-campus students, subject to viability of this mode.

Related Procedures:

[Course/Training Package Viability Procedure - VET](#)

Definitions:

Provider Default: The College is deemed to be in provider default if:

- the course did not start on the agreed starting day;
- the course ceased to be provided at any time after it commenced but before its completion;
- the course was not provided in full because a condition has been imposed on the registration of the College on CRICOS, or the registration has been suspended or cancelled, and the student has not withdrawn before the occurrence of any one of the events stated above

Student: 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.

Teaching period: is either a 10 week term (Endeavour College) or a 13 week trimester (FIAFitnation), or can be an online study period of a set duration (usually 10 – 13 weeks, dependent on the College of enrolment), as advertised on the relevant College calendar/s.

Further Information:

Related Policies:	<u>Course and Training Package Discontinuation Policy - VET</u> <u>Refund Policy – International</u>
Benchmarking:	Christian Heritage College
Supporting Research and Analysis:	Not applicable
Related Documents:	
Related Legislation:	Not applicable
Guidelines:	Not applicable

Policy Author:	Quality Standards and Compliance Officer
Policy Owner:	National VET Manager
Contact:	National VET Manager ewan.birnie@fiafitnation.com.au
Recommending Body:	VET Advisory Board Meeting date: 31 July 2013
Approval Body:	College Council Meeting date: 23 August 2013
Policy Status:	Revised terminology / titles
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Chief Executive Officer • National VET Manager • VET Program Managers • Director, Student Services & Retention • National Sales & Admissions Manager
Key Stakeholders:	<ul style="list-style-type: none"> • All VET Students • Chief Executive Officer • College Council • VET Advisory Board • National VET Manager • Director, Student Services & Retention • National Sales & Admissions Manager • Student Services staff