

## Health Education and Training Institute Higher Education Course Withdrawal and Teach out Policy

<b>Document Reference Number</b>	HEP19/5
<b>Superseded Version</b>	Course Withdrawal Suspension and Teach-Out Policy and Procedures v1.1
<b>TRIM Document Classification</b>	Governance
<b>Framework Domain</b>	HESF Domain 5: Institutional Quality Assurance Domain 6 Governance and Accountability:
<b>Approval date</b>	02 June 2020
<b>Publication date</b>	02 July 2020
<b>Summary</b>	Outlines the process for the withdrawal and teach-out of courses.
<b>Keywords</b>	Course withdrawal, teach-out; transition plan; tuition assurance.
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director, Education and Training
<b>Consultation</b>	as per Document History
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	HETI Higher Education Course Monitoring and Review Policy and Procedures HETI Higher Education Academic Quality Assurance Framework HETI Higher Education Course Design Policy HETI Higher Education Quality Assurance Policy HETI Higher Education Strategic Plan HETI Higher Education Teaching and Learning Plan HETI Higher Education Statement of Tuition Assurance Exemption
<b>Review date</b>	July 2023
<b>Risk Assessment</b>	As per Attachment 1 to this document

**Issued under the authority of the Health Education and Training Institute Higher  
Education Governing Council**

Please note printed copies of this document are uncontrolled, to ensure you are viewing the latest version of this document, please refer to our website <http://www.heti.edu.au/policies-and-procedures>

# Health Education and Training Institute Higher Education Course Withdrawal and Teach-Out Policy

## Policy Statement

1. Withdrawal and teach-out of a Health Education and Training Institute (HETI) Higher Education course may occur as a result of:
  - a. a regulatory decision by TEQSA
  - b. a decision by HETI Higher Education and or NSW Health that a course is not in accordance with HETI Higher Education's current and emerging strategic imperatives or NSW Health workforce needs and/or as a result of the course losing accreditation with a professional association with the authority to register its graduates for employment.
  - c. consistent lack of student enrolments
  - d. course review where major changes to a course that may result in the creation of a new course are proposed and approved.
  - e. any other reason deemed appropriate by NSW Health and/or HETI Higher Education
2. In cases of withdrawal and teach-out of a Health Education and Training Institute (HETI) Higher Education course, HETI Higher Education is responsible for the provision of a plan for students to graduate from the course without disadvantage.

## Aims and Objectives

3. The Course Withdrawal and Teach-Out Policy describes the processes for the withdrawal and teach-out of courses at HETI Higher Education.
4. This policy mandates that withdrawal and teach-out of courses occurs through the relevant academic governance and management structures of NSW Health and HETI Higher Education and is in accordance with the Higher Education Standards Framework (2015) and the requirements of the Tertiary Education Quality and Standards Agency (TEQSA).

## Overview

5. At HETI Higher Education, in cases of course withdrawal and teach-out:
  - a. students are provided with transition arrangements that ensure equity, fairness and enable them either to complete their course at HETI Higher Education or in alternative course at another higher education provider within the timeframe specified by TEQSA;

- b. students who are affected by course withdrawal are protected through tuition assurance arrangements that provide adequately resourced financial and tuition safeguards;
- c. Compliance is achieved with the regulatory requirements associated with teach-out of courses in the Higher Education Standards Framework (2015) and in accordance with the procedures laid down by TEQSA.

## Definitions

### 6. For this policy:

- a. **Award Course:** a program of study consisting of at least 600 hours of study leading to an award of HETI Higher Education (Graduate Certificate, Graduate Diploma, Master's Degree) which when successfully completed is conferred on the graduand by the HETI Higher Education Governing Council.
- b. **Course Withdrawal:** Withdrawal of a course occurs where there will be no further intake of students and it will no longer be available for admission.
- c. **Teach-out:** according to TEQSA, 'when a provider has decided to phase out a course that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to ensure all existing students can either complete the course of study, or transition to a mutually agreed course at no disadvantage.'<sup>11</sup>
- d. **Transition Plan:** A written document that describes the arrangements put in place to ensure that students enrolled in the withdrawn course are not disadvantaged during the period of teach-out. The plan includes:
  - the academic support provided for students;
  - a timeline ensuring that all students affected by the withdrawal of the course have reasonable time to complete the course; and/or reasonable alternative course and unit options, including those offered by other accredited higher education providers;
  - A communication plan that includes the proposed timeline and methods for notifying students of the Transition Plan;
  - A list of students affected with provisions for their individual progress through the period of transition to ensure that they have fair and equitable opportunities to graduate from their course;
- e. **Tuition Assurance:** according to TEQSA, 'adequately resourced financial and tuition safeguards to mitigate disadvantage to students that are unable to progress in a course of study due to adverse events at the provider.' Tuition assurance is a requirement of the Higher Education Standards Framework (2015).

<sup>1</sup> <https://www.teqsa.gov.au/withdrawing-courseteachout>

## **Course Withdrawal Procedures**

7. In cases of withdrawal of a course as a result of a decision by HETI Higher Education or NSW Health, the following steps are required:
  - a. notification to TEQSA
  - b. completion of an application to TEQSA for renewal of the course for a maximum of two years to enable students currently enrolled in the course either to complete the course or transfer into another course (teach-out)
  - c. completion and submission to TEQSA of a transition plan for affected students.
8. In cases of withdrawal of a course as a result of decision by TEQSA, HETI Higher Education is required to fulfil the conditions determined by TEQSA, which may include steps 7a and b as outlined in Clause 7.
9. At the conclusion of the teach-out period approved by TEQSA, the course will be terminated. Any student presenting for completion of the course after termination has taken effect will be advised to seek admission to a current course and may seek advanced standing for previous study.
10. Once a decision to withdraw a course has been made, the Executive Director establishes a Course Withdrawal Group with responsibility for the completion of the following steps:
  - a. development of an Application for Renewal of Accreditation of the course to TEQSA for the Teach Out period
  - b. development of a Transition Plan in accordance with Clause 6c of this policy, detailing Tuition assurance implications and arrangements, including arrangements for students to transfer to a new course or complete the existing course and financial implications of withdrawal
  - c. submission of the Application for Renewal of Accreditation and Transition Plan to Academic Board, Governing Council and Ministry of Health for approval
11. Once approved, the Executive Director submits the Application and Transition Plan to TEQSA.
12. On approval by TEQSA, HETI Higher Education implements the conditions of renewal of accreditation for teach-out and the specified transition arrangements for students.

## **Roles and Responsibilities in the Withdrawal of Courses**

13. HETI Higher Education is responsible for submitting an application to TEQSA for renewal of the course for teach-out and a Transition Plan in accordance with the HETI Higher Education Statement of Tuition Assurance Exemption.
14. The Governing Council is responsible for final approval of all stages of the proposals for withdrawal or suspension of a course.

15. The Academic Board is responsible for providing advice to the Governing Council and approval and oversight of all stages of the proposals for the withdrawal of a course.
16. The Executive Director, who may consult with the Executive Group, is responsible for oversight of all aspects of the course withdrawal processes including:
  - evaluation and advice to governance bodies concerning withdrawal of courses
  - notification to TEQSA as required
  - oversight of the Course Withdrawal processes
  - completion of application to TEQSA for renewal of accreditation of a course for teach-out.

## **Related Documents**

- HETI Higher Education Course Review and Monitoring Policy and Procedures
- HETI Higher Education Academic Quality Assurance Framework
- HETI Higher Education Postgraduate Coursework Policy
- HETI Higher Education Quality Assurance Policy
- HETI Higher Education Strategic Plan
- HETI Higher Education Teaching and Learning Plan
- HETI Higher Education Statement of Tuition Assurance Exemption.

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	January 2019	Draft	David Baxter	External consultant review by David Baxter
v0.1	4 February 2019	Draft	Silke O'Callaghan	Endorsed by the Teaching and Learning Committee
v0.2	16 May 2019	Draft	David Baxter Silke O'Callaghan	Review and amendments to policy. To be endorsed at the next T&L committee meeting 16.09.2019.
V0.2	30 September 2019	Draft	Susan Grimes	Endorsed by the Teaching and Learning Committee.
v0.2	24 October 2019	Draft	Susan Grimes	Endorsed by the Academic Board
v0.2	04 December 2019	Draft	Susan Grimes	Approved by the Governing Council
v1.0	14 January 2020	Final	-	Published
v1.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new position title, and responsibilities.  Noted by the T&L Committee.
v1.1	14 February 2020	Final	-	Published
v1.2	02 June 2020	Draft	Susan Grimes	Used 'academic credit' instead of 'credit points', and added 'expressed as hours of study' as required for clarity.
v1.2	02 July 2020	Final	-	Published  Approved by the DET. Noted by T&L Committee and HEAB.

## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

## RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<b>Identification of risks – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b>Analysis of risks – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b>Evaluation of risks – comparison of the level of risk as determined against predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.</b> Risk level assessed after implementing treatment: <ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul> Evaluation –	
<b>Risk Assessment Approval</b>		
<b>Name &amp; position of approving T2 Officer:</b>		
<b>Date:</b>		