

Course and Training Package Discontinuation Policy - VET

Policy Code: ACA-034 **Version:** 1.0 **Effective Date:** 20 July 2015

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, College of Natural Beauty, 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.*

Scope:

- All campuses and VET courses
- All VET students
- All VET staff (including contractors)
- 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 When this policy is implemented, any prior policies related to course duration will be superseded.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/Training Package Viability Policy - VET](#). In these instances, the College Council must approve the decision to discontinue the course along with a [Course/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.

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 training.gov.au). The VET Advisory Board and College Council will be advised on the decision. The College Council will need to approve a [Course/Training Package Discontinuation Plan](#).

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 College Council will be advised and the College Council must approve the decision to discontinue the course along with a [Course/Training Package Discontinuation Plan](#).

Notification to Students

At the soonest possible date after a decision is made, 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 the normal VET course progression and graduation policies of the College.

Related Procedures:

[Course/Training Package Discontinuation Procedure](#)

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.

Further Information:

Related Policies: [Course & Training Package Viability Policy - VET](#)

Benchmarking: University of Melbourne, University of Queensland

Supporting Research and Analysis: N/A

Related Documents: [Course/Training Package Discontinuation Plan](#)

Related Legislation: [National Vocational Education and Training Regulator Act 2011](#)
[Standards for Registered Training Organisations \(RTO's\) 2015](#)

Guidelines: Not applicable

Policy Author:	Quality and Compliance Coordinator
Policy Owner:	Director, VET Operations
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Approval Body:	College Council Meeting date: 19 April 2013
Policy Status:	Revised
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Chief Executive Officer • Director, VET Operations • General Manager, VET Health • General Manager, Fitness • Director, Aesthetic Education • National Training Managers • Senior Trainer/Assessors
Key Stakeholders:	<ul style="list-style-type: none"> • Chief Executive Officer • College Council • Academic Board • VET Advisory Board • Director, Student Services • VET Pillar Directors/General Managers • VET Students