1. Context

Torrens University Australia is committed to ensuring minimal disadvantage to students which may result from the cancellation of a course or any of its components (e.g. location, study mode).

The Course Cancellation Policy is informed by the following:

- Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standard 5.3 (Monitoring, Review and Improvement)
- Standards for Registered Training Organisations (RTOs) 2015
- relevant VET Quality Framework directions
- Education Services for Overseas Students Act 2000 and National Code 2018
- Torrens University Australia’s Quality Assurance Framework
- VET Student Loan Rules 2016

2. Definitions

Course cancellation: cancelling the registration and/or accreditation, and/or delivery of a course.

Genuine disadvantage: a student may be genuinely disadvantaged if transferring to the replacement Training Package qualification or accredited course would mean one or more of the following applies to the student:

- a requirement to undertake additional subjects or units of competency
- a fundamental change in the structure or content of the course
- a significant change in training venue or delivery mode
- the outcome of the replacement course is not recognised by an industry licensing/regulatory body
- an extension to the enrolment period
- an additional financial expense
- a change to apprenticeship/traineeship contract terms
- a change to their residency visa status.

Teach-out: allowance for students to complete all requirements in an expired or soon to be expired course within a specified time period, resulting in the student being awarded the qualification. During a teach-out period, no new students will be enrolled in the course.

Transition: all actions required to transfer students from an existing course to a replacement course.

3. Scope

This policy applies to:

- all accredited Torrens University Australia courses and Training Package courses
- all students enrolled in accredited Torrens University Australia courses including deferred students
- all campuses
• all staff.

4. Principles
• Torrens University Australia ensures every course offered is current, sustainable and cost effective.
• The University employs a structured and well-managed approach to students’ teach out from an expired or soon to be expired course or transition to a new course. The University will use all reasonable efforts to ensure that students impacted by the cancellation of a course or its components are not genuinely disadvantaged.
• The University ensures enrolled students in teach-out courses have the opportunity to complete the course within a time frame prescribed by relevant regulatory bodies, legislations and the University’s policies.
• The University maintains the quality of teach-out courses and supporting resources to the end of the teach-out period.
• The University provides assistance, where possible and within limits, to students who have been genuinely disadvantaged resulting from the cancellation of a course.

5. Drivers for cancellation of a course or its components
• The course accreditation period has expired or has been superseded
• The course no longer meets relevant regulatory and/or professional accrediting bodies’ requirements or standards.
• The course or its delivery in specific location/s and/or delivery mode no longer aligns with the University’s strategic plans and priorities.
• There is limited interest in the course as evidenced by low enrolments.
• Course review processes may indicate that maintaining currency in regards to curriculum, facilities and resources will result in the course being unsustainable.
• The University has made changes to the course to the extent that it no longer has the same substance as the course in which students originally enrolled.
• The University is not able to deliver the course to a standard sufficient to meet learning outcomes.
• The University has ceased to be a provider.
• The University’s status as a provider has been revoked.

6. Approval to cancel a course or any of its components
In consideration of the circumstances outlined in section 5 of this policy, the Vertical General Manager may decide to:
• cancel an existing course (including upgrading an HE/ELICOS course to a new version of the same course or cancel a course in favour of a new and different course)
• cancel a course offered at a specific Torrens University Australia location or delivery mode
• close a Torrens University Australia location
• cease any further intakes and current delivery

7. Impact of course cancellation
If an accredited course or any of its components will be cancelled, the Program Director (or delegate) will develop a Teach-out and/or Transition Plan for individual students enrolled in the course and student cohorts currently enrolled in the course, with particular regard to:
• options available to students
• transition arrangements, if applicable. Transition needs to be offered to students as an option, rather than mandatory.
• the granting of course credit in accordance with the Credit Policy
• potential genuine disadvantage for students transitioning, and associated mitigation strategies.
  Mitigation strategies can include financial arrangements, modified course requirements, and modified course delivery arrangements
• teach out arrangements, if applicable
• alternative arrangements if teach-out or transition of enrolled students is not possible
• communication strategy for students and staff

The development of the Teach-out and/or Transition Plan will be supported by Academic Services. The Plan needs to take account of all enrolled students, including those on approved leave, and degree of course completion. This Plan requires approval by the Vertical General Manager and Vertical Learning and Teaching Committee.

8. Notification to students

The Program Director (or delegate) will notify affected students of the cancellation through the usual University means of communication. Students must be informed of their options including transition arrangements that will be put in place. No affected students will be notified of the cancellation until such cancellation has been approved.

9. Teach-out and transition

9.1 Vocational Education and Training

Students enrolled in a superseded VET course that is deemed equivalent will have the opportunity to:
• complete all training and assessments, and be issued relevant AQF certification within one year of the replacement course being published on the National Register, or
• transition to the equivalent qualification within one year of the replacement course being published on the National Register.

Students enrolled in a superseded VET course that is not deemed equivalent will have the opportunity to:
• complete all training and assessments, and be issued relevant AQF certification within one year of the replacement course being published on the National Register, or
• transition to an alternative course and be awarded a Statement of Attainment of course requirements successfully completed, or
• transition to the replacement qualification within one year of the replacement course being published on the National Register. For financial implications regarding students transitioning from a VET Student Loan approved course, refer to the Student Fees Policy.

For VET Student Loan approved courses with enrolled students, the University will provide information to students, the tuition assurance scheme operator, and the Secretary of Department of Education and Training in accordance with the VET Student Loan 2016 Rules (sections 52, 53, 91, 111, 112).

9.2 Higher Education

Students enrolled in a superseded HE course that is deemed equivalent will have the opportunity to:
• complete all course requirements, and be issued relevant AQF certification for the duration of course accreditation, or for an abbreviated or extended duration approved by the Accrediting Authority; or
• transition to the equivalent qualification as indicated in the approved Teach-out and Transition Plan.

Students enrolled in a cancelled HE course for which there is no equivalent will have the opportunity to:
• complete all course requirements, and be issued relevant AQF certification during the remaining period of accreditation; or
• transition to an alternative course
• be awarded a Statement of Attainment of course requirements successfully completed

9.3 Assistance

Students will be assisted to complete the course within the designated period or be offered the opportunity to complete their course at another campus or to transfer to another course.

In cases where students need to complete additional subjects resulting from the cancellation of a course, they may be offered a discount to mitigate the financial impact of the change.

Where a student is not able to complete the course within the teach-out period, assistance will be provided for the student:

• to complete equivalent subjects at another institution, or
• to complete the remaining subjects at another [college/institution], location or delivery mode (in cases where a course was cancelled only for delivery in specific location or mode)
• to transfer to another course, or
• to take an early exit option, if appropriate, or
• in exceptional circumstances, to complete their course at another institution.

If possible, the cancelled course will continue to be delivered during the teach-out period although elective choices may become more limited towards the end of that period.

10. References

Higher Education Standards Framework (Threshold Standards) 2015 - Part A, Standard 5.3
Standards for Registered Training Organisations 2015 – Part 2, Standard 1
General Direction: Transition and Teach-out (ASQA) Education Services for Overseas Students Act 2000
National Code of Practice for Providers of Education and Training to Overseas Students 2018
VET Student Loan Rules 2016 - Sections 52, 53, 91, 111, 112