



TRANSITION AND TEACH OUT POLICY AND PROCEDURE

Purpose

The Signature Training College is committed to ensuring that students are provided with ample opportunity to complete the course of study in which they are enrolled. However, there may be circumstances where it is considered necessary to discontinue a course and place students into a “transition and teach-out” mode. Where it is considered necessary to discontinue a course and place students into a transition and teach-out plan, the Signature Training College will implement a transparent and equitable plan. The broad principle of the plan and its implementation will be to ensure that students are not disadvantaged by the decision to terminate a course.

Definition

Australian Skills Quality Authority (ASQA) refers to the national regulator for vocational education and training.

Discontinued Course – A course in which it has been formally decided that there will be no new students enrolled, but existing students will be taught-out.

Transition Plan and/or Teach-out Mode – This is a status where the College is phasing out a course that still has students enrolled but where no new students can be enrolled. The course continues to be accredited and arrangements are in place to ensure that all existing enrolled students can either complete the course or transition to an alternative mutually agreed course at no disadvantage to the student.

Policy

Discontinue Course principles

1. The discontinuance of an accredited course must be approved by the Advisory Board on the recommendation of the Academic Manager and RTO Manager through a discontinuation proposal.
2. When a course has been approved to be discontinued, publicly available information regarding the accredited course must clearly state that no further enrolments are available for this course. The website and all marketing material will reflect that this course is no longer available.
3. No further enrolments will be allowed in the discontinued course.
4. A Teach-out and Transition Plan must be approved by the Academic Manager and RTO Manager to ensure fair and equitable options are available for students currently enrolled to complete the course.



5. The interests of students will always be protected, and students will not be disadvantaged by the transition and/or teach-out arrangements.
6. There will be equitable treatment of all students.
7. Students will be given a reasonable amount of time to complete their course or be able to enrol into an alternative course.
8. The course in teach-out mode will continue to meet all regulatory standards and course resourcing, course outcomes and overall service and support levels will not be reduced.
9. The course will remain accredited until all students have either completed or transitioned out.

Course discontinuation/teach-out and transition Plan procedures

1. If Signature Training College discontinues an approved accredited course, Academic Manager and/RTO Manager will submit a discontinuation proposal to Advisory Board for approval. The discontinuation proposal will include:
 - a. Rationale for discontinuing the course.
 - b. A Teach-out Plan.
 - c. The impact on key stakeholders.
 - d. Strategic consequences.
 - e. Financial consequences.
2. The Advisory Board will assess and determine whether the discontinuation proposal and Teachout Plan are fair and equitable for affected students and do not disadvantage students from completing their studies.
3. When a course is forced into teach-out mode due to an expiry of course accreditation or a regulatory decision made by ASQA, the following procedures will be followed:
 - a. A Teach-out and Transition Plan must be drawn up and approved by the Academic Manager and/RTO Manager in the context of an expiry of course accreditation or a regulatory decision and circumstances. This is dependent on any restrictions put in place by ASQA.
 - b. Affected students are notified as per the Teach-out and Transition Plan of the course discontinuance, the timeline of the teach-out and their options for completing the course.
 - c. Affected students are to be notified as soon as reasonably possible of the discontinuance of the course and the Teach-out and Transition Plan.



- d. Contingency arrangements will be made to ensure that students can transition into equivalent courses at another provider if required.
4. The Teach-out Plan will address the following:
 - a. Number of students involved in the teach-out period.
 - b. Proposed duration of the teach-out period which does not exceed the duration provided by the regulatory authority and/or the accreditation body.
 - c. Student progression, which is monitored over the teach-out period to ensure students complete the course in time.
 - d. Arrangements in place for ensuring students complete their course.
 - e. Communication with students on:
 - f. How and when information will be communicated.
 - g. Content of communication.
 - h. Arrangements for ongoing communication throughout the teach-out period.
 5. When a Teach-out Plan is not appropriate or unfairly disadvantages students when discontinuing a course or if the college does not have an equivalent course to transition students into, then a contingency transition arrangement will be made with a similar provider delivering the equivalent or similar course. The Contingency Transition Plan will address the following key points:
 - a. Number of students involved in the transition process.
 - b. Proposed plan with recommended study pattern for each student to complete their course as part of the transition process.
 - c. Total number of credits the student will receive based on the credit transfer arrangement approved by the Learning and Teaching Committee and Academic Board.
 - d. Appropriate support and arrangements are in place for ensuring students complete the course.
 6. Students may lodge a complaint regarding any aspect of the teach-out plans based on the Complaints and Appeals Policy and Procedure.
 7. A teach-out plan is developed in consultation with the executive management, approved by the Advisory Board. The Plan should address the following elements:
 - a. Cessation of future enrolments into the course
 - b. Proposed teach out period, not exceeding course accreditation duration
 - c. Communication strategy to students impacted re teach out and options to complete course and/or transition to another provider



- d. Arrangements to ensure all enrolled students complete the course, or transfer to a mutually agreed course, or equivalent course at another provider

Roles and responsibilities for implementation of the Transition and teach out Policy and Procedure

1. Advisory Board has executive oversight of the implementation of these procedures.
2. Chief Executive Officer is responsible for the approval of the document.
3. The Academic and Compliance Manager and RTO Manager are
 - responsible for monitoring academic quality and standards across the College.
 - responsible for the credit transfer arrangement, transition and teach-out management, monitoring and reporting of all course activity across the Institute, including discontinuation and transition arrangements.
 - responsible for monitoring all course and accreditation activities across the Institute and preparing submissions to the regulatory body.
4. Admissions is responsible for managing the teach-out and/or transition process.
5. Financial Accountant is responsible for considering and approving the financial consequences of any course discontinuation.



Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Admissions Officer
Implementation Officer	Chief Operating Officer RTO Manager Academic and Compliance Manager
Last Approval	13/11/2025
Review Date	13/11/2027
Approved by	Advisory Board
Associated Documents	
Complaints and Appeals Policy and Procedure Admission Requirements Policy and Procedures Refund Policy Student Deferral, Suspension and Cancellation Policy and Procedure	
Version Control	
Version 2.2	

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Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Jeevanjot Minhas	Jeevanjot Minhas	2.2	Jeevanjot Minhas
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
1.0	23/03/2021	Initial release	
2.0	16/03/2022	Policy rewritten	
2.1	16/02/2024	Update of Authorised Signatory	
2.2	12/11/2025	Formatted to comply with style guide and control copy required	