



## TRANSITION AND TEACH OUT POLICY AND PROCEDURE

### Purpose

Signature Training College is committed to protecting the interests of students when a training product is discontinued, superseded, or removed from scope.

This policy ensures that appropriate transition and teach-out arrangements are implemented so that students are not disadvantaged and can complete their training or transition to an equivalent qualification. The College will comply with all regulatory requirements and transition rules applicable to Registered Training Organisations (RTOs).

### Scope

This policy applies to all nationally recognised training products delivered by Signature Training College and to all staff responsible for training delivery, compliance, administration, and governance. It covers circumstances where a training product is discontinued, superseded, or removed from the organisation's scope of registration.

### Definition

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

Teach-Out Period: The period during which currently enrolled students are supported to complete a training product that is no longer accepting new enrolments.

Transition Plan: A documented plan outlining how students will transition to a replacement training product or complete their existing qualification.

Discontinued Course: A training product for which the College has decided to cease new enrolments while supporting currently enrolled students to complete their studies.

Superseded Training Product: A training product that has been replaced by a newer version on the national register.

### Policy

Signature Training College will implement fair and transparent transition and teach-out arrangements whenever a training product is discontinued or superseded.

The College will ensure:



- Students are given reasonable opportunity to complete their training.
- No new enrolments occur in training products once the transition period has expired.
- Students are not disadvantaged academically, financially, or administratively.
- Adequate training and assessment resources remain available during the teach-out period.
- Clear communication is provided to affected students.

### **Course Discontinuation 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.



## Risk Assessment

Before a course is discontinued, the Academic and Compliance Manager and RTO Manager must conduct a documented risk assessment considering:

- impact on currently enrolled students
- availability of replacement training products
- trainer and assessor availability
- financial implications
- regulatory compliance risks
- organisational reputation

The risk assessment must be recorded and retained as evidence of governance decision-making.

## 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

### **Student Communication**

Students affected by course discontinuation will receive written notification that includes:

- reason for course discontinuation
- teach-out timelines
- available transition options
- credit transfer arrangements where applicable
- available student support services
- information about complaints and appeals processes

All communications must be recorded and maintained within the student management system.

### **Monitoring and Quality Assurance**

During the teach-out period, the Academic and Compliance Manager and RTO Manager will monitor:

- student progression and completion rates
- adequacy of training and assessment resources
- trainer and assessor availability
- student feedback and complaints

Corrective action will be taken where risks to student completion are identified.



## Regulatory Compliance

Where required, the College will notify the relevant regulator of changes to scope of registration, course discontinuation,

or transition arrangements affecting enrolled students. All transition timeframes specified by regulatory authorities will be followed.

## 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.

## Records Management

The College will maintain records relating to course discontinuation and transition arrangements including:

- discontinuation proposals
- risk assessments
- teach-out plans
- student communication records
- approvals from governance bodies
- monitoring reports

All records will be retained in accordance with the College's records management procedures.



## 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
<b>Associated Documents</b>	
Complaints and Appeals Policy and Procedure Admission Requirements Policy and Procedures Refund Policy Student Deferral, Suspension and Cancellation Policy and Procedure	
<b>Version Control</b>	
Version 2.2	

OFFICE USE ONLY			
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	Full policy review and update to ensure compliance with 2025 RTO Standards and formatted to comply with style guide and control copy required	