



**Ahpra**  
& Accreditation  
Committees

# Guidance on teaching out accredited and/or approved programs of study for education providers

For Aboriginal and Torres Strait Islander health practice,  
Chinese medicine, medical radiation practice,  
paramedicine and podiatry

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# 1. Purpose

This *Guidance on teaching out accredited and/or approved programs of study for education providers* (Guidance on teaching out programs) is relevant to education providers delivering Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice, paramedicine and podiatry programs of study.

The Guidance on teaching out programs provides education providers with information on what may be provided to the Accreditation Committee when an accredited and/or approved program of study (program) is discontinued for new enrolments (moves into teach-out).

## Definitions

For the purposes of this document:

**Teach-out** means an education provider has ceased to admit new enrolments into a program and only permits continuing students into that program.

**Teach-out period** commences when the education provider ceases to admit new enrolments into the program and ends when no students are enrolled in the program.

## 2. Options for teach-out

There are various options for education providers to teach-out a program, with some examples outlined below.

### Program in teach-out in conjunction with new program being implemented

An education provider may begin transferring all current students to a newly developed program when it commences delivery. The program in teach-out would then be closed to new enrolments, and teaching may cease by the time (or before if all students have transferred) the new program commences. The education provider will need to advise the Accreditation Committee that a new program is being developed and provide information that shows the new program has academic approval (this is more thoroughly explained in the '*Teach out plan*' section). The education provider will also need to provide information about the planned delivery schedule of the program and when students will commence. The Accreditation Committee and education provider will work together to determine the accreditation assessment application due date.

### Program taught-out and delivery ceases

When an education provider decides to discontinue (teach-out) a program, no new student enrolments into the program should be accepted.

The Accreditation Committee requires education providers to make reasonable arrangements to ensure students who have commenced the program when it moves into teach-out can either complete the program or be transferred to another equivalent program with the same education provider.

Education providers need to be able to assure the Accreditation Committee that the program(s) continue to meet the accreditation standards while students remain in the program, and for the duration of the teach-out period.

For further information on monitoring approved programs when taught out see '*Monitoring the program during teach-out*'.

### Transition to an equivalent program with another education provider

If the education provider does not have an equivalent or similar program (i.e. ability to register in the profession) to transfer the students from the teach-out program, the education provider may transition students into an equivalent program with another education provider. Any students who are unable (e.g. the other education provider is a considerable distance away) to be transferred to the other program will remain in the program for a period of teach-out that allows them to complete their studies.

The program in teach-out should be closed to new enrolments immediately and teaching should cease when all students have completed the program (within the accreditation period and in line with the education provider's policies for the maximum duration of program teach-out).

**NOTE:** If a new cohort is enrolled, the Accreditation Committee is likely to consider the implications of this on the nature of the teach-out phase of the program(s) – this could include any assessment activity that would have been scheduled had the program(s) not been in teach-out. If the education provider enrolls new students in the program, it will no longer fall within the definition of teach-out and the monitoring process outlined in the Guidelines for accreditation of education and training programs will apply to the program.

## 3. Process

Education providers are required to advise the Accreditation Committee of their intention to teach-out an accredited and/or approved program, so that the Accreditation Committee can be assured that the program continues to meet the accreditation standards for the duration of the teach-out period.

Education providers must make necessary arrangements in line with relevant policies (either internal or external authorities) for students enrolled in the teach-out program.

The Accreditation Committee expects the education provider to continue to provide updates on the status of students remaining in a teach-out program – this will either be through routine annual monitoring or via conditions on accreditation of the program (see section 'Monitoring the program during teach-out').

### Notice of change

When an education provider advises the Accreditation Committee of their intention to move a program into teach-out, the Accreditation Committee will request a Notice of Change form be completed by the education provider regarding the teach-out plans for the program.

The education provider must advise the relevant Accreditation Committee, via the [Program Accreditation Team](#), that their program is in teach-out.

The education provider should obtain and complete a Notice of Change form and include the following information:

- details about the education provider and its program
- rationale for discontinuing the program
- a teach-out or transition plan
- who has oversight of the program whilst in teach out, and
- any financial and viability implications on the programs.

### Teach-out plan

A teach-out plan should align with the education provider and any other relevant regulatory authorities' policies relating to program delivery, and including information about:

- academic approval to teach-out the program(s) (e.g. meeting minutes from the Academic Board of relevant Committee)
- the number of students involved in the teach-out period
- the teach-out period duration for the program(s) in teach-out including evidence of alignment with relevant education provider policies
- staffing and resourcing levels such as how the academic staff teach-out the old program, including teaching allocations by units/subjects; allocation of facilities and equipment; and work-integrated learning placement opportunities
- student progression, including how this is monitored over the teach-out period
- how the education provider is providing adequate pathways/support to students who are not meeting the academic progress requirements for them to complete the program
- any actions planned to mitigate financial disadvantage to students during teach-out
- any arrangements for, and impacts on students, such as ensuring students are able to complete their program or transfer the student to another program
- any feedback from students on the proposed change in status of the program, including possible implications for students within the program
- how students are informed, such as:
  - mechanisms on how and when information will be communicated or what engagement opportunities are planned
  - the content of communication
  - arrangements for ongoing communication throughout the teach-out period, and
  - the mode of any delivery changes (e.g. online/simulation/face-to-face).

## Transition plan

When a teach-out plan is not appropriate or may disadvantage students when discontinuing a program of study, then either the student should be:

transitioned into an equivalent program with the same education provider, or

if the education provider does not have an equivalent program to transition students into, then a transition arrangement should be made with another education provider delivering the equivalent or similar program where possible.

A transition plan should address the following key points:

Transitioning to an equivalent program at the same education provider	Transitioning students to a program at another education provider
<p>Academic approval to teach-out the program(s) and transition students to an equivalent program (e.g. meeting minutes from the Academic Board of relevant Committee).</p> <p>Academic approval regarding the existing or new program(s).</p> <p>Involvement and input by the course advisory group (or equivalent) in the new program design.</p> <p>A description of the alignment of the old program(s) with the existing or new program(s) explaining similarities and differences that would impact on current student transition into the new program(s).</p> <p>An outline of the planned approach to student transition from the program in teach-out to the new program (if possible) across all year levels, including any bridging courses or additional subjects required to allow students to transition.</p> <p>Plans for any dual program delivery (including the impacts on staff workload and resources).</p> <p>Staffing and resourcing levels such as how the academic staff will meet the increased requirements of implementing a new program at the same time as teaching-out the old program; teaching allocations by units/subjects in both the teach-out and new program; allocation of facilities and equipment; and work-integrated learning placement opportunities.</p> <p>The number of students involved in the transition process.</p> <p>A proposed plan with a recommended study pattern for students to complete their program as part of the transition process.</p> <p>The total number of credits the student will receive based on the credit transfer arrangement approved by the relevant Committee/Academic Board.</p> <p>An appropriate support process in place for ensuring students can complete their program.</p> <p>Any actions planned to mitigate financial disadvantage to students during transition.</p> <p>Communication with students, including:</p> <ul style="list-style-type: none"> <li>mechanisms on how and when the information will be communicated</li> <li>the content of the communication; and</li> <li>any arrangements for ongoing communication throughout the transition period.</li> </ul>	<p>Academic approval to teach-out the program(s) and transition students (e.g. meeting minutes from the Academic Board of relevant Committee).</p> <p>A letter or agreement from the education provider who will receive the transferring students.</p> <p>A mapping document that shows the existing programs units of study against the other education provider's program units.</p> <p>The number of students involved in the transition process.</p> <p>A proposed plan with a recommended study pattern for students to complete their program as part of the transition process.</p> <p>The total number of credits the student will receive based on the credit transfer arrangement approved by the relevant Committee/Academic Board.</p> <p>An appropriate support process in place for ensuring students can complete their program.</p> <p>Any actions planned to mitigate financial disadvantage to students during transition.</p> <p>Communication with students, including:</p> <ul style="list-style-type: none"> <li>mechanisms on how and when the information will be communicated</li> <li>the content of the communication, and</li> <li>any arrangements for ongoing communication throughout the transition period.</li> </ul>

## Monitoring the program during teach-out

The Accreditation Committee will continue to monitor education providers and their approved programs of study during the teach-out period to ensure that the program continues to meet the accreditation standards whilst there are still students remaining in the program. In order for a qualification to continue to be recognised for registration, the program must remain accredited and approved until all students have completed the course requirements/graduated.

The Accreditation Committee will require annual reporting and monitoring of any conditions/specific monitoring requirements that are outstanding on the program from the education provider during the teach-out phase of the program.

Satisfactory and timely responses from the education provider to the Accreditation Committee on the requested reporting requirements for the duration of the program being taught-out are an essential part of providing reassurance to the Accreditation Committee that the accreditation standards continue to be met, and that students continue to gain the knowledge, skills and attributes required to be suitable for registration.

## Fees during the teach-out period

Education providers and their approved programs of study will continue to pay an annual accreditation fee to maintain accreditation of the program until the program has been taught out, and accreditation has been discontinued (revoked). Information on accreditation fees can be found on the relevant Accreditation Committee's webpages.

## End of teach-out period

The education provider must notify the Accreditation Committee when there are no longer students enrolled in the program. The Accreditation Committee will note the teach-out period has ended and commence the process to revoke accreditation of the program.

The Accreditation Committee will advise the National Board about its decision. All graduates who completed their studies before the Accreditation Committee's decision hold an approved qualification for the purposes of registration with the National Board.

## 4. Definitions

**Accreditation Committee** refers to the accreditation authority appointed by the National Board, in this instance the Aboriginal and Torres Strait Islander Health Practice, Chinese Medicine, Medical Radiation Practice, Paramedicine or Podiatry Accreditation Committees.

**Ceasing** or **Cease** refers to a program that no longer has students in the program and is discontinued.

**National Board** refers to each health profession that is part of the National Registration and Accreditation Scheme which is represented by a National Board.

**Program** or **Program of study** refers to an accredited and/or approved program offered by the education provider.

**Teach-out Plan** refers to a plan that describes how the program will be discontinued and how the impact on students will be minimised. Or is a plan which allows students to move from their current program and complete a new or updated program, with no financial or academic impact.

**Transition Plan** refers to the plan, in the event that a Teach-out Plan is not possible or appropriate, for students to complete their program of study or similar program of study at another education provider.