

Course Closure Procedure

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1. Associated Policy

The *Course Closure Procedure* has been developed in conjunction with the [Amendment to Scope of Registration Policy](#).

The Board and the relevant Minister will provide written approval to exit a field of vocational education and training in accordance with the [Canberra Institute of Technology Act 1987](#).

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all courses where strategic planning processes determine that a recommendation is made to close a course with current enrolments.

The scope of the procedure does not include instances where CIT's scope of registration is changed by ASQA:

- due to a nationally accredited training product being superseded and replaced by a new course
- where the nationally accredited training product expires and is deleted from the National Register.

3. Procedure

Planning decisions surrounding the courses on offer, and delivery locations, are informed by industry consultation, employment trends, student demand, pathways and financial viability. A decision to close a course may have wider political, social and economic impacts.

In instances of course closures within the scope of this procedure, CIT will develop a business case including, but not limited to:

- identifying the impacts of a decision to close a course on:
 - prospective students
 - current students
 - achievement of CIT strategic goals
 - diversity of the education profile
 - principles of equity and inclusivity
 - financial outcomes
 - ACT community.
- developing a stakeholder engagement and communication strategy including, but not limited to:
 - students (Australian and international)
 - staff
 - Skills Canberra
 - licensing bodies
 - industry partners
 - third parties delivering the course on behalf of CIT

- managing the process to close a course
- draft transition plan for existing students.

The Procedure consists of three steps:

- course identification and planning
- stakeholder engagement
- proposed decision and notification.

3.1 Course Identification and planning

Step	Action	Responsibility
1	At least annually, as part of the Program Review and Improvement process and Executive Management Committee considerations, identify any courses for closure.	Education Design and Delivery Lead College Director
2	Consult with Chair Academic Council, Executive Director Education Futures and Students, International Students Unit, Executive Design and Delivery Lead, Director Education Services and College Directors regarding initiating course closure.	College Director
3	Notify the Academic Registrar of the intention to close the course, pending further assessment.	College Director
4	Review Argos reports to identify whether all students have completed the nominated course, or any current students with enrolments in the course over the last 12-month period who may need to be accommodated in plans for closure.	Academic Registrar
5	Where courses have accepted enrolments in the past 12 months, undertake an initial review of the course with the relevant College Directors and Heads of Department considering factors such as financial viability, potential community obligation, local employment trends, pathways and other political considerations.	Education Design and Delivery Lead
6	Prepare a workplan and recommendations for closure of a course. Submit workplan to the Academic Council Teaching and Learning Quality Committee.	Education Design and Delivery Lead College Director
7	Consider requests for course closures. Minute outcomes of decisions. Recommend course closure to the Executive Management Committee.	Academic Council, via Teaching and Learning Quality Committee

Step	Action	Responsibility
8	Approve/reject recommendation for course closure and advise Senior Education Leader, Executive Design and Delivery and the Relevant College Director to commence the closure process.	Executive Management Committee
9	Where the closure of the course results in CIT removing a field of study from training and assessment options, recommend to the Board and Minister to approve the removal of the field of study.	Executive Management Committee
10	Written approval provided by the CIT Board and relevant Minister and communicated to the Executive Director, Education Futures and Students.	CIT Board Secretariat
11	Where the Executive Management Committee support the closure of a course and removal from the scope of registration, commence the closure process by leading and executing the preparation of: <ul style="list-style-type: none"> • a stakeholder engagement plan that includes: <ul style="list-style-type: none"> ○ names of organisations or individuals ○ key dates for communication ○ messages for stakeholder types. • a student transition plan that considers <ul style="list-style-type: none"> ○ current students enrolled ○ students enquiring for the course in future iterations ○ any special requirements for specific cohorts e.g. Apprentices, senior secondary students. • a plan for managing industrial issues that may arise. 	Senior Education Leader Executive Design and Delivery Relevant College Director
12	Liaise with Academic Registrar to plan for the Student Management System turning off the course for new registrations from an agreed date. Award qualifications or statements of attainment for units achieved.	Relevant College Director

3.2 Stakeholder engagement and data collection

Step	Action	Responsibility
1	Implement the stakeholder engagement plan: <ul style="list-style-type: none"> • initial communications • identify and gathering data • opportunities to have input • decision making approach. 	College Director

Step	Action	Responsibility
2	<p>In tandem with the implementation of the stakeholder engagement plan, for each identified course, collate the following information and provide to the Education Design and Delivery Lead and Senior Education Leader:</p> <ul style="list-style-type: none"> • student numbers broken down by delivery site/method <ul style="list-style-type: none"> ○ number of currently enrolled students ○ students enquiring or enrolled for the next enrolment period/s. • students continuing studies in future calendar periods in the proposed course closures • funding sources for impacted students (government subsidised or Fee for Service) • indicate student cohorts and the numbers of students in each cohort • initiatives to revive enrolments in the course in recent years • options considered under alternative business models for maintaining access to the course for current and prospective students • availability of the course with alternative providers • dates and nature of engagements with stakeholders (internal and external) likely to be impacted by the proposed closure. For example: <ul style="list-style-type: none"> ○ employers ○ industry ○ students (Australian, apprentice/trainee and international), ○ key community groups ○ local government ○ unions ○ course and teaching staff ○ CITSOL ○ CIT Solutions ○ CITSA ○ International Services Unit 	College Director

Step	Action	Responsibility
	<ul style="list-style-type: none"> skills demand (labour market intelligence) and government training priorities possible system impacts of the course closure on staff, for example, loss of expertise within network total revenue and costs of running courses under review other risks from the potential course closure. 	
3	Prepare a portfolio record of stakeholder engagement and data collected.	College Director

3.3 Proposed decision and notification

Step	Action	Responsibility
1	Prepare an Executive briefing paper summarising the findings of the formal stakeholder engagement process and data collection.	Education Design and Delivery Lead College Director
2	Review the briefing paper and provide any final comments and make a recommendation to the Academic Council regarding the proposal to close a course/s.	Executive Management Committee
3	Where the decision is to close a course: <ul style="list-style-type: none"> comply with VET Student Loan Rules notify Skills Canberra of the decision attaching a communications plan and initiating coordination of media lines. 	Executive Director, Education Futures and Students
4	Implement: <ul style="list-style-type: none"> communications plan to: <ul style="list-style-type: none"> students regarding the intention to close the course industry stakeholders staff (consult with People and Culture and refer to EBA) others as relevant to the closure student transition plan. 	Education Design and Delivery Lead
5	Ensure the Student Management System turns off the course for new registrations and all award qualifications or statements of attainment are issued.	Academic Registrar
6	Delete course from scope of registration.	Academic Registrar

Step	Action	Responsibility
	Refer: <i>Amendment to Scope of Registration Policy</i>	

4. Supporting Documents

4.1 Legislation/Regulation

- [Standards for Registered Training Organisations 2015](#)
- [National VET Regulator Act 2011](#)

4.2 Policy and Procedures

- *Course Transition Policy*
- [Amendment to Scope of Registration Policy](#)
- [VET Student Loans Procedure](#)

4.3 Documents

- [User Guide to the Standards for RTOs 2015](#)

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

6. Appendix - Course Closure - Removal from Scope Flowchart

