THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

(VET) Course Approval, Amendment, Review and Discontinuation

Effective: 6 February 2019

Audience: Staff

Policy Category: Academic
Policy Sub-category: VET

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Procedure Owner:	DVC, Academic
Responsible Officer:	CEO, VET
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1 PURPOSE

1.1 The University of Notre Dame Australia ('**University**') is committed to delivering Vocational Education Training (**VET**) that meets the needs of students and is underpinned by quality assurance processes and effective governance for the approval, review, and removal of courses from the University's scope of registration.

1.2 The *Course Approval, Amendment, Review and Discontinuation Procedure* ('**Procedure**') details the main processes used by the University to approve new VET courses, to make amendments to courses, and to discontinue courses.

2 RELATED POLICIES AND REGULATIONS

2.1 This Procedure should be read in conjunction with the following policies:

2.1.1 Policy: *VET Assessment*

2.1.2 *Procedure: VET Assessment*

3 NEW COURSE APPROVAL

3.1 The Training and Assessment Strategy (**TAS**) is developed by the trainers and assessors in consultation with industry, and in accordance with the *Procedure: (VET) Assessment.*

3.2 A business plan, including projected student numbers, staff profile, and equipment and resource requirements is then prepared and submitted with the TAS to the Head of Campus and the CEO, VET for endorsement and approval by the DVC, Academic and Executive Council.

3.3 The TAS and the business plan are then presented to the VET Academic Subcommittee (VETAS) for endorsement and recommendation to the Academic Council for approval of the course.

4 COURSE REVIEW

4.1 VET courses will be reviewed at least annually by the staff involved in training and assessment, and involving the Assistant Dean of Nursing or relevant Program Coordinator (or equivalent).

4.2 The review will involve evaluation of the appropriateness and effectiveness of the TAS and will be informed by client and stakeholder feedback; data including student results, progression and completion rates; any changes to Training Packages; moderation and validation outcomes for relevant Units of Competency; and any external or third party reviews.

4.3 Outcomes of each review will be recorded on the *Annual VET Course Review Report* template, and changes resulting recorded in the Continuous Improvement Register. Staff conducting the review should also consider professional development needs arising from the outcomes and identify requirements as part of staff performance review and development processes.

4.4 On completion of the course review, the trainers and assessors and the Assistant Dean of Nursing or relevant Program Coordinator (or equivalent) should meet with the Manager, Regulatory Assurance (or nominee) to ensure that all learning and training materials, including assessment tools, have been updated and appropriately stored in the Document Library.

5 COURSE AMENDMENTS

5.1 Changes required to a course relating to delivery mode or replacements to Units of Competency (excluding changes resulting from revisions to Training Packages) will be documented in full and referred for endorsement by VETAS and approval by Academic Council.

5.2 Trainers and assessors will regularly monitor Training Packages changes and identify necessary amendments to the existing courses. Changes resulting from Training Package revisions will be reported to VETAS for noting.

6 COURSE DISCONTINUATION

6.1 Proposals to change the University's scope of registration by removing a course are recommended to VETAS and accompanied by a Transition and Student Support Plan that details teach-out arrangements in instances where there are students currently enrolled.

6.2 In cases where a Training Package is superseded, expired or deleted, information about the timeframes and implications for the University, together with *a Transition Plan* is prepared for endorsement by VETAS.

6.3 In some cases where it is considered that a course should no longer be offered and removed from the University's scope of registration in circumstances other than due to a superseded, expired or deleted Training Package, a recommendation is made to *VETAS*, accompanied by a Transition and Student Support Plan outlining teach-out arrangements in instances where there are students currently enrolled. Following endorsement by VETAS and Academic Council, approval is sought from the Deputy Vice Chancellor, Academic to formally discontinue the course.

6.4 In cases where tuition assurance is applicable to the discontinued course of study, a Transition and Student Support Plan should ensure that:

- 6.4.1 Affected students are advised within two days of a decision being made to discontinue a course about the decision and the reasons leading to the decision, and an opportunity provided to them to transfer to a replacement Training Package qualification or accredited course where available;
- 6.4.2 Follow up written advice is provided to current students as soon as possible outlining the detailed requirements, including any associated fees for transfer to a replacement Training Package qualification or accredited course; and
- 6.4.3 a meeting with all current students and the Tuition Assurance Scheme Manager is held within 7 business days from the notification outlined in section 6.4.1.

6.5 For courses that are discontinued, and where a training product is superseded by a replacement version, a Transition and Student Support Plan is developed to ensure transition arrangements are met as follows:

- 6.5.1 all students' training and assessment must be completed and the relevant AQF certification documentation is issued within a period of one year from the date the replacement training product was released on the National Register, or
- 6.5.2 students are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register;
- 6.5.3 students are not required to transfer to the new training product where there is genuine disadvantage to them but must complete the superseded qualification within a period of one year from the date the replacement training product was released on the National Register,

6.5.4 no new enrolments in superseded training products will commence after a period of one year from the date the replacement training product was released on the National Register.

6.6 For courses that are discontinued, and where a training product is removed or deleted due to insufficient demand for a qualification, a Transition and Student Support Plan is developed to ensure transition arrangements are met as follows:

6.6.1 students must complete all training, assessment within two years of the date the qualification was removed; and

6.6.2 the relevant AQF certification documentation is issued within two years of the date the qualification was removed; and

6.6.3 two years after a training product is removed or deleted from the National Register no further training or assessment can occur and no qualification can be issued (except for a replacement for a previously issued qualification).

6.7 Following endorsement of a Transition and Student Support Plan, processes to implement the agreed strategies should be actioned in accordance with the process summary outlined below.

7 REMOVING COURSES FROM SCOPE OF REGISTRATION

7.1 Following relevant approval to discontinue a course in accordance with section 7, the changes and endorsed Teach Out and student support strategies and associated budget implications are reported to the VET CEO.

7.2 The VET CEO will then endorse an application to ASQA to change the University's Scope of Registration.

7.3 An Application to Change Scope of RTO Registration is submitted to ASQA via the VET CEO.

8 RELATED DOCUMENTS

8.1 Guideline: *(VET) Continuous Improvement in Vocational Education and Training*

8.2 Continuous Improvement Register

8.3 VET Course Review Report Template

8.4 Transition Plan

8.5 Form – Proposal for Course Discontinuation – VET, including Teach-out Plan

9 DEFINITIONS

The following definitions apply to this Procedure:

AQF means Australian Qualifications Framework.

National Register means the National Register of nationally recognised training and Registered Training Organisations at: training.gov.au.

Transition Period means, in instances where a training product has been superseded, removed or deleted from the National Register, the allowable timeframe within which the learner's training, assessment, and AQF certification documentation issuance must be completed or, in the case of a superseded training product, within which the learner is transitioned into the replacement training product.

Scope of Registration means the training products for which the University is registered to issue AQF certification documentation.

Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.

Version	Date of approval	Approved by	Amendment
1	1 May 2014	CEO, VET	Guideline Created
2	28 April 2017	CEO, VET following endorsement by VETAS	Administrative update to reflect change of position titles, to include relevant requirements relating to VET Student Loans, and to use approved template.
3	6 February 2019	Vice Chancellor, following Academic Council endorsement December 2018, resolution 18-10/3.3.1.3(i).	Amendments to transition arrangements (sections 6.5 and 6.6) to reflect regulatory requirements. Administrative update to reflect new position titles; reformatted to revised Procedure template.

10 PROCESS SUMMARY

New Course Approval	
• Develop Training and Assessment Strategy, in consultation with industry (refer to Procedure: (VET) Assessment)	Trainers and Assessors
• Business Plan developed and submitted with TAS to Head of Campus and VET CEO for endorsement and approval by DVC Academic and Executive Council	Assistant Dean, Nursing, relevant Program Coordinator (or equivalent)
• All documents sent to VETAS for endorsement and recommendation to Academic Council for approval of the course	VET CEO
Annual Course Review	
• Review TAS and overall course quality, including student results, completion and progress rates and meet with Manager, Regulatory Assurance (or nominee)	Assistant Dean, Nursing, relevant Program Coordinator (or equivalent)
• Record outcomes of Annual Internal VET Course Review Report template and update learning and training materials, including assessment tools as necessary and ensure these are stored in Document Library	
• On completion of the course review, meet with the Manager, Regulatory Assurance (or nominee) to ensure that all learning and training materials, including assessment tools, have been updated and appropriately stored in the Document Library	
• Record improvements in Continuous Improvement Register	Regulatory Assurance Team
Course Amendments	
• Changes to delivery mode, student cohorts, or Units of Competency (excluding changes resulting from revisions of Training Packages) recommended to VETAS for endorsement and approval by Academic Council	Assistant Dean, Nursing, relevant Program Coordinator (or equivalent)
• Changes resulting from Training package revisions reported to VETAS for noting	
• Monitor Training Package changes and identify necessary course amendments on a regular basis	Trainers and Assessors
Course Discontinuation	
• Prepare Transition and Student Support Plan to identify strategies for teaching out the course, supporting students in the transition, communicate changes, and minimise any disadvantages to students	Assistant Dean, Nursing, relevant Program Coordinator (or equivalent)
• Ensure that Transition and Student Support Plan covers matters listed in section 6.4 of this Procedure where tuition assurance is applicable	
• Recommend discontinuation of course to VETAS, for referral to Academic Council via the DVC, Academic for approval	VET CEO and Head of Campus

• Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and relevant AQF certification issued within 2 years from date the qualification was removed from training.gov.au	Assistant Dean, Nursing, relevant Program Coordinator (or equivalent)