

## COURSE AND MODULE/UNIT DISCONTINUATION POLICY

<b>Policy / Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	18 January 2021
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation and Compliance Manager
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Every Three Years
<b>Revision No:</b>	8
<b>Date of Revision:</b>	8 November 2023
<b>Date Approved:</b>	21 November 2023
<b>Date Commenced:</b>	22 January 2024

### 1.0 Purpose

The purpose of this policy is to set out the requirements for EIT Vocational Education and Training (VET) course and module / unit discontinuation.

### 2.0 Scope

This policy is relevant to all EIT students and staff involved with EIT VET courses and/or VET modules / units.

### 3.0 Overview

As part of the continuous strategic academic planning processes, EIT may choose to alter or discontinue existing courses or course units/modules. Courses may be altered or discontinued for a variety of reasons, including reaccreditation, relevance, available resources, demand, or strategic direction. If sufficient rationale is provided and a decision is made to discontinue a course, the relevant staff and students need to be notified and provided with options regarding continuing or alternative study.

As part of EIT's Strategic Planning, all academic offerings are reviewed on a continuous basis to ensure they meet the operational and strategic goals of EIT. Academic offerings will be reviewed in terms of relevance, demand, quality, and deliverability. Courses and modules / units may also come under review due to reaccreditation requirements, requests or feedback received from lecturers, students and/or administrative staff.

### 4.0 Discontinuing a Course or Module/Unit

1. Based on a submission by the Dean, the Academic Board may recommend that a course or module / unit be discontinued. The Academic Board must provide reasoning for the approval of a discontinuation as well as a statement of the implications of the change. Feedback must be provided by the relevant

Learning Support Officers, Lecturers, and administrators. Final approval of the discontinuation of a course or module / unit is to be made by the Governance Board and the Dean.

2. Justification – the decision to discontinue a course or module/unit will impact staff and students alike, and an acceptable rationale must be provided, indicating reasons, such as:
  - a) lack of resources (staff, materials etc.)
  - b) loss of accreditation or recognition
  - c) low quality of the program (materials and staff)
  - d) economic climate
  - e) consistent low enrolment, and
  - f) lack of relevance and demand in the ‘real-world’ (i.e., job prospects for students).
3. If the Governance Board approves the discontinuation of a course or module / unit, all relevant staff must be notified by the Dean.
4. The designated administrative staff must provide written notification to all students currently enrolled in a discontinued course or module / unit within one (1) calendar month of the Governance Board’s decision. Students must be advised of:
  - a) the effective date of course discontinuation
  - b) rationale behind the decision to discontinue the course, and
  - c) options relating to their completion of the course.
5. No new enrolments will be accepted into a discontinued course. For any pending applications or enrolments, students must be notified and where possible transferred to an alternative EIT course or provided with a refund of any fees already paid.
6. Where possible, all students enrolled in a course at the time of discontinuation must be allowed the opportunity to complete the course under the advertised structure and timeframe at the time of their enrolment, and in accordance with any specified transition periods determined by the VET regulator.
7. Students wishing to defer their studies will not be able to re-enrol in the course in future, as it will not be offered. Students who previously enrolled in the discontinued course and deferred their studies, or students currently enrolled in the discontinued course wishing to defer their studies will need to discuss options with a Learning Support Officer or a Course Advisor. Options include:
  - a) transferring to an alternative EIT course and receiving credit where possible
  - b) transferring to a course with an alternative institution. EIT will assist students to apply for and receive credit where possible, and
  - c) if the above options are not available, EIT will provide students with a statement of attainment for units/modules successfully completed and refund any fees for units not completed which have already been paid for by the student.

## 5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## 6.0 Related Documents

- Admissions Policy.VET
- Award Nomenclature and Testamur Policy.VET
- Course Review and Quality Assurance Policy.VET
- Course Review and Quality Assurance Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- EIT Ethics Statement.DS
- EIT01 Training and Assessment Policy
- EIT01.1 Quality Training and Assessment Strategies
- EIT01.3 Support Learners Policy
- EIT01.6 Transition from Superseded Training Products Policy
- EIT02 Quality Assurance Policy
- EIT03 AQF Certification Policy
- EIT04 Accurate and Accessible Information Policy
- EIT05 Learners are Informed and Protected Policy
- EIT06 Complaints and Appeals Policy
- Health and Wellbeing Policy and Procedure.DS
- Learning and Teaching Policy.VET
- Learning and Teaching Resources Policy .DS
- Privacy Policy.DS
- Recognition of Prior Learning Policy.VET
- Records Management Policy and Procedure.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Consultation Policy.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Tuition Payment and Refund Policy.VET
- VET Student Loans Application to Re-Credit a HELP Balance
- VET Student Loans Debt Review and Recredit Policy
- VET Student Loans Policy
- VET Student Loans Tuition Fees and Charges Policy
- VET Student Loans Tuition Protection Policy
- VET Student Loans Withdrawal or Deferral Application Form
- VET Student Loans Withdrawal, Deferral and Cancellation Policy

## 7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:

- [\*Equal Opportunity Act 1984 \(WA\)\*](#)
- [\*Privacy Act 1988 \(Cwth.\)\*](#)
- [\*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)\*](#)
- [\*VET Student Loan Act 2016 \(Cwth.\)\*](#)
- [\*VET Student Loan Rules 2016 \(Cwth.\)\*](#)

## 8.0 Accountabilities

The Academic Board is responsible for reviewing and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.