

TRANSITION AND TEACH-OUT POLICY

Policy Name	Transition and Teach-Out Policy	
Policy Number	A011	
Approval Authority	Board of Directors Academic Board	
Responsible Officer	Dean and Principal	
Operational Responsibility	Academic Manager	
Purpose	This policy provides a contingency in the event that any approved credit-bearing programs within LCI Melbourne's Scope of Registration are superseded or discontinued.	
Scope	This policy applies to all LCI Melbourne students enrolled in credit bearing programs that result in an award, and academic and professional staff.	
Policy Statement	<p>LCI Melbourne is committed to maintaining a program offering within its Scope of Registration. Further, LCI Melbourne has a commitment to ensure that students are not disadvantaged and are appropriately transitioned to a suitable alternative in the event that a program is superseded or discontinued.</p> <p>LCI Melbourne will ensure that students are afforded the ability to pursue their studies in the most up-to-date version of any qualification it delivers, and a suitable negotiated action plan for transition or teach out will be undertaken. The action plan will cover:</p> <ul style="list-style-type: none"> • Capacity for students to complete their existing study program within the appropriate teach out period • LCI Melbourne will apply to add appropriate replacement qualifications to its scope of registration • Map the superseded qualification to the replacement qualification and advise existing students on the implications of transition to the newer qualification • Allow existing students to transition to the replacement qualification where applicable and/or available (subject to any ongoing funding entitlements) 	
Definitions	Credit-bearing	A unit of study that bears credit points which may be accumulated toward the completion of an academic award
	Award	In the context of this policy, an award refers to an academic qualification which results in an Australian Qualifications Framework (AQF) level award, such as a Diploma or Bachelors degree.

	Scope of Registration	The Australian government published register of programs that a Higher Education Provider (HEP) is authorised to deliver.			
Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2001 Australian Qualifications Framework (AQF) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Support Act 2003				
Key Related Documents	Transition and Teach-Out Policy Admission Policy Admission Procedure Student Grievance and Complaints (Non Academic) Policy Student Grievance and Complaints Procedure (Non Academic) Procedure Academic Credit & RPL Policy Academic Credit & RPL Procedure Enrolment Terms and Conditions				
Date Approved	27 October 2020				
Date of Commencement					
Date for Review	Q3 2022				
Documents superseded by this Procedure	Program Discontinuation Policy				
Amendment History	Version	Authored by	Description of Changes	Date Approved	Effective Date
	1.0	Academic Dean	New Policy – adapted from LaSalle Vancouver	December 2017	13 December 2017
	2.0	Academic Manager	New Policy and Procedure document		
Signed and dated for LCI Melbourne	Approved by Board of Directors Q3 2020		27 October 2020		
INFORMATION FOR PUBLISHING ON POLICY REGISTER					
Category	Academic				
Stakeholders	Students Dean and Principal Academic Manager Admissions Student Experience				