

Teach Out & Transition Contingency Policy



1. Purpose

This policy provides a framework for teach out arrangements and transition contingencies in the event that courses at Jazz Music Institute Pty Ltd (JMI) are discontinued.

This policy is designed to ensure that students currently enrolled in a course that is being discontinued can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

2. Scope

This policy applies to JMI's Board of Studies, Academic Board and Board of Directors, standing committees appointed by these delegated authorities, all staff and students in JMI's Higher Education programs.

3. Objectives

JMI is committed to the following principles that underpin this policy:

- To ensure students are either able to complete the course of study they are enrolled in or transition to a mutually agreed course at no disadvantage
- To ensure that fair and equitable decisions are made in regard to teach out plans and transition arrangements

4. Implementation

4.1 Course Discontinuance

4.1.1. Provider Initiated Teach Out

In the event that JMI has decided to initiate the discontinuance of an accredited course while there are students still enrolled in the course, the following procedure will be undertaken:

- i. The discontinuance of an accredited course must be approved by the Board of Directors on the recommendation of the Academic Board through a discontinuation proposal
- ii. Once approved by the Board of Directors, publicly available information regarding the accredited course being discontinued must clearly articulate that no further enrolments are available for this course. All marketing material will also reflect that this course is no longer available
- iii. No further enrolments will be allowed in the discontinued course once the discontinuation proposal is approved by the Board of Directors
- iv. A teach out plan must be approved by the Academic Board to ensure fair and equitable options are available for students currently enrolled to complete the course
- v. Affected students are notified as per the Teach Out Plan of the course discontinuance, the timeline of teach out and their options to complete the course
- vi. Affected students should be notified at least 1 semester prior to the implementation of a Teach Out Plan
- vii. In the case where affected students are unable to complete their course of study through a Teach Out Plan, contingency arrangements will be made

through ACPET's Tuition Assurance Scheme to ensure that students are able to transition into the equivalent course at another provider.

- viii. Providers that are available for transitional arrangements have been identified in section 4.1.5 *Transition Contingency Arrangements* of this policy.

4.1.2 Discontinuation Proposal

In the event that JMI will discontinue an accredited course, the Academic Board will recommend a Discontinuation Proposal to be presented to the Board of Directors for approval. The Discontinuation Proposal will include:

- Reasons for proposal to discontinue the course
- Teach-out plan
- Impact on stakeholders
- Strategic consequences
- Financial consequences

The Board of Directors, in assessing this recommendation from the Academic Board, will consider whether the proposal and teach out plan is fair and equitable for affected students and does not unfairly disadvantage affected students from completing the course.

4.1.3 TEQSA initiated teach out

A course may be forced into teach out mode due to a regulatory decision made by TEQSA. In this event, the following procedures will be followed.

- i. If appropriate, a teach out plan must be drawn up and approved by the Academic Board appropriate to the situation. This will be dependent upon the regulatory decision made by TEQSA and any restrictions that are put in place
- ii. Affected students are notified as per the Teach Out Plan of the course discontinuance, the timeline of teach out and their options to complete the course
- iii. Affected students should be notified as soon as reasonably possible of the discontinuance of the course and the Teach Out Plan
- iv. In the case where affected students are unable to complete their course of study through a Teach Out Plan, contingency arrangements will be made through ACPET's Tuition Assurance Scheme to ensure that students are able to transition into the equivalent course at another provider.
- v. Providers that are available for transitional arrangements have been identified in section 4.1.5 *Transition Contingency Arrangements* of this policy.

4.1.4 Teach Out Plan

- The teach-out plan will address the following matters:
- Number of students involved over the teach out period
- Proposed duration of the teach out period. The teach out period should be no longer than 2 years.
- How the progress of students will be monitored over the teach out period to ensure students will complete in time
- Details of the arrangements made for students to complete their course

- Communication with students: how and when information will be communicated; content of communication; arrangements for ongoing communication throughout the teach-out period

4.1.5 Transition Contingency Arrangements

If a teach out plan is not appropriate or unfairly disadvantages the student when discontinuing a course, then a transition arrangement will be made with a similar provider delivering the equivalent or similar course.

Due to the highly specialised nature of the Higher Education programs at JMI, there are only a small number of providers that are delivering equivalent or similar courses in Australia. These providers and their courses have been identified below. Due to the possibility that a student may have to move interstate to continue their studies as part of a transition arrangement, the student will be given multiple transition options. If a student has a preference for a provider or course they would like to transition into, every effort will be made to ensure the student will be able to transition into that course without being disadvantaged.

Transition Providers and Courses Available

- UniSA - James Morrison Academic of Music
 - Diploma of Music
 - Bachelor of Music
- Griffith University – Queensland Conservatorium of Music
 - Bachelor of Music
- JMC Academy – Brisbane Campus
 - Bachelor of Music (Contemporary Performance)
 - Diploma of Music (Contemporary Performance)
- Australian Institute of Music
 - Bachelor of Music – Contemporary
- Sydney University – Sydney Conservatorium of Music
 - Bachelor of Music (Performance)
 - Diploma of Music
- Monash University
 - Bachelor of Music
- Edith Cowan University – Western Australian Academy of Performing Arts
 - Diploma of Music Industry
 - Bachelor of Music

4.1.6 Appeals

Students may make an appeal regarding any aspect of teach out plans via the Student Grievance Handling Policy and Procedure.

5. Definitions

ACPET

Australian Council of Private Education and Training

Course

Teach Out & Transition Contingency Policy



A program of learning comprising one or more units of study that leads to the award of a

Teach Out Plan

A plan that describes how the academic program will be discontinued and how the impact on students concerned will be minimised

TEQSA

Tertiary Education Quality and Standards Agency

Transition Contingency

A plan, in the event that a Teach Out Plan is not possible or appropriate, for students to complete their course of study or similar course of study at another institution

Tuition Assurance Scheme

A scheme that ensures students can either continue their study at another provider in the event of closure of a course of study or institution, or be refunded the fees they have incurred as part of their current course of study

6. Related Policies and Procedures

The following policies and procedures are related to this policy:

- Teach Out Plan
- Course Review and Continual Improvement Policy
- Fairness Procedures
- Student Grievance Handling Policy and Procedure
- Student Review Procedures for Re-crediting a HELP balance
- Admissions Policy

7. Review

Three years from commencement

8. Accountabilities

The Academic Board is responsible for review and approval of this policy

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

9. Version Control

Document	Teach Out and Transition Contingency Policy	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	24 January 2018
Version No.	1		
Reviewer	JMI Academic Board	Due for Review	2020