
COURSE TRANSITION AND TEACH OUT POLICY

1.0 Purpose

This policy set out the principles by which CG Spectrum Institute (CGSI) manages its accredited higher education courses in 'teach out' mode to ensure students are not disadvantaged and the quality of courses is maintained, and course transition.

2.0 Scope

This policy applies to CGSI's accredited higher education courses in circumstances where:

- the Academic Board determines, as a result of the course evaluation and review process, that CGSI will not apply for re-accreditation of an existing course, and there will be no students enrolled at the due date for renewal of course accreditation renewal, as they will have completed or transitioned out of the course;
- the Academic Board determines that CGSI will not apply for re-accreditation of an existing course, however there will be students enrolled past the current course accreditation renewal date; or
- A course enters teach out mode as a result of a decision by TEQSA or by CGSI (on consideration and approval of the Board of Directors and the Academic Board), and there are students still enrolled in that course.

3.0 Definitions

Teach out mode means that no new students can be admitted into a course, and arrangements are in place to ensure current students can either complete the course of study or transition into an alternative course without disadvantage.

4.0 Responsibilities

The **Academic Board** is responsible for determining:

- whether CGSI will apply for re-accreditation of its accredited higher education courses; or
- whether CGSI will enter teach out mode when there are still students enrolled in that course, on its own initiative

The **Academic Director** is responsible for:

- ensuring new students are not enrolled into a course once it enters teach out mode;
- developing the teach out plan for each student enrolled in a course in teach out mode;
- developing course transition plans for each student enrolled in a course where Academic Board has determined that course accreditation will not be renewed or where CGSI has elected to teach out on its own initiative;

- closely monitoring each student's academic progression against the teach out or course transition plan; and
- developing and implementing agreements with other higher education providers to enable students to complete their course by transitioning into an equivalent course with another higher education provider in the same Field of Education (when CGSI does not have an alternate course for students to transition into).

The **CEO** is responsible for:

- the implementation, and compliance monitoring, of this policy;
- determining whether CGSI will apply to TEQSA for renewal of the accreditation for a course in teach out mode so as to enable students to complete the course in which they originally enrolled;
- providing a business case to the Board of Directors and Academic Board where CGSI proposes to enter teach out mode on its own initiative;
- developing an appropriate budget for transition and teach out arrangements when required; and
- any material change notification to TEQSA

5.0 Policy

1. The Academic Board will approve the teach out or course transition plan before a course is moved into teach out mode (unless the teach out mode is as a result of a TEQSA decision).
2. A course can only be in teach out mode while it is still accredited.
3. The teach out or course transition plan must demonstrate how students enrolled in the course will be able to complete the course they originally enrolled into, or transition into a mutually agreed alternative course, either with CGSI or another higher education provider. The plan must also demonstrate how the quality of course delivery will be maintained during teach out.
4. CGSI's teach out or course transition plans will not disadvantage students in terms of:
 - course progression and completion, or
 - financial cost.
5. Wherever possible, students who have not completed the course within the period of the teach out plan will be assisted to transition into an alternative course.
6. **Tuition Assurance Scheme**

CGSI ensures that it has in place tuition assurance for current students. This arrangement protects student fees paid in advance. CGSI is a member of the Australian Student Tuition Assurance Scheme operated by the Australian Council for Private Education and Training.

If CGSI discontinues a course of study in which a student is enrolled, the student is entitled to:

- An offer of a place in a similar course of study with another higher education provider where possible, without any requirement to pay that provider any student contribution or tuition fee for any replacement units of study for which fees have already been paid (as outlined above);
or
- A refund of up-front payments paid for any unit of study that the student commences but does not complete because CGSI ceases to provide the course of which the subject forms part.

5.1 Appeals

A student may appeal against a decision made under this policy, excluding decisions made by CGSI or TEQSA to place courses into teach out. Appeals must be made as outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

5.2 Appropriate Courses for Postgraduate Transition

Transitioning from:	Transitioning to:		
EFT course	Course	Provider	Location
Graduate Certificate in Emotionally Focused Counselling (1 year FT, 1-3 year PT, Blended delivery)	Graduate Certificate in Counselling (6-12 months FT, 1-2 years PT, On-campus intensive delivery)	Excelsia College	69-71 Waterloo Road, Macquarie Park NSW
	Graduate Certificate in Counselling (7 months FT, 1.5-2 years PT, On-campus/Online delivery)	Jansen Newman Institute	235 Pyrmont St, Pyrmont NSW
	Graduate Certificate in Counselling (1 year PT, On-campus / Online/ Intensive)	Morling College	122 Herring Road, Macquarie Park, NSW
	Graduate Certificate in Community Counselling (6 months PT, On-campus)	University of Canberra	University Drive, Bruce, ACT
Graduate Diploma in Emotionally Focused Therapy (2 years FT, 3-5 year PT, Blended delivery)	Graduate Diploma of Counselling (1 year FT, 2 years PT, On-campus, intensive delivery)	Excelsia College	69-71 Waterloo Road, Macquarie Park NSW
	Graduate Diploma of Counselling (1 year FT, 2 years PT, On-campus/Online delivery)	Jansen Newman Institute	235 Pyrmont St, Pyrmont NSW
	Graduate Diploma of Counselling (1 year FT, 2 years PT, On-campus / Online/ Intensive)	Morling College	122 Herring Road, Macquarie Park, NSW

	Graduate Diploma in Community Counselling (2 years PT, On-campus)	University of Canberra	University Drive, Bruce, ACT
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5.3 Appropriate Courses for Undergraduate Transition

CGSI Institute Sydney On-campus and online delivery	University of Notre Dame Sydney On-campus delivery	Southern Cross University Lismore, Gold Coast, Coffs Harbour On-campus and online delivery	Kaplan Business School Adelaide, Brisbane, Melbourne, Sydney On-campus delivery	King's Own Institute Sydney On-campus delivery
Bachelor of Business (Accounting) AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Business (Accounting) AQF Level 7	Bachelor of Business (Accounting) AQF Level 7
BUS100 Professional Communication Skills	CORE1001 Logos I	COM00207 Communication in Organisations	BUS101 Business Communication	BUS100 Professional Communication Skills
MGT100 Principles of Management	BUSN2200 Managerial Finance	MNG10247 Managing Organisations	BUS102 Introduction to Management	MGT100 Introduction to Management
ACC100 Accounting for Decision Making	BUSN2110 Managerial Accounting	ACC00146 Management Accounting	BUS103 Accounting for Managers	ACC100 Introduction to Accounting
ECO100 Economics for Business	BUSN1000 Economics	ECO10250 Economics for Decision Making	BUS104 Economics	BUS102 Introduction to Microeconomics
ACC202 Accounting	BUSN1110 Accounting for Business	ACC00145 Financial Reporting	BUS105 Business Information Systems	ACC101 Introduction to Financial Accounting
MKT100 Marketing Foundations	CORE1002 Logos II	MKT00075 Marketing Principles	BUS106 Marketing Principles	BUS104 Introduction to Marketing

LAW100 Business Law	BUSN5155 Business Law	LAW00150 Introduction to Business Law	BUS107 Commercial Law	BUS101 Introduction to Business Law
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CGSI Institute Sydney On-campus and online delivery	University of Notre Dame Sydney On-campus delivery	Southern Cross University Lismore, Gold Coast, Coffs Harbour On-campus and online delivery	Kaplan Business School Adelaide, Brisbane, Melbourne, Sydney On-campus delivery	King's Own Institute Sydney On-campus delivery
Bachelor of Business (Accounting) AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Business (Accounting) AQF Level 7	Bachelor of Business (Accounting) AQF Level 7
BUS101 Business Statistics and Analysis	BUSN1030 Quantitative Methods for Business	MAT10251 Statistical Analysis	BUS108 Quantitative Analysis	BUS105 Business Statistics
ACC201 Financial Accounting and Reporting	BUSN2150 Financial Accounting A	ACC00151 Financial Accounting	ACC201 Financial Accounting	ACC201 Financial Accounting
ITS100 Business Management and Information Systems	BUSN1060 Business Information Technology	ACC73002 Business Analytics and Big Data	ACC202 Accounting Information Systems	ACC203 Accounting Information Systems
FIN200 Business Finance	BUSN3110 Accounting for Corporate Entities	LAW00150 Introduction to Business Law	ACC203 Financial Accounting 2	BUS200 Law of Business Organisations
LAW200 Corporations Law	BUSN3400 Company Law	LAW00004 Company Law	ACC204 Corporations Law	ACC204 Corporate Accounting and Reporting
ACC200 Management Accounting	BUSN5152 Managerial Accounting and Control	ACC73001 Advanced Management Accounting	ACC205 Management Accounting 1	ACC200 Introduction to Management Accounting
ACC300 Corporate Accounting	BUSN3110 Accounting for Corporate Entities	LAW01125 Stock Exchange and Finance Law	FIN203 Corporate Finance	FIN200 Corporate Financial Management

MGT201 Organisational Behaviour	BUSN2160 Financial Accounting B	ACC00152 Business Finance	Electives x 2	MGT200 Organisational Behaviour
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CGSI Institute Sydney On-campus and online delivery	University of Notre Dame Sydney On-campus delivery	Southern Cross University Lismore, Gold Coast, Coffs Harbour On-campus and online delivery	Kaplan Business School Adelaide, Brisbane, Melbourne, Sydney On-campus delivery	King's Own Institute Sydney On-campus delivery
Bachelor of Business (Accounting) AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Business (Accounting) AQF Level 7	Bachelor of Business (Accounting) AQF Level 7
ITS200 Business Systems	Elective	Elective		ACC202 Management Accounting
ACC301 Strategic Management Accounting	CORE1003 Logos III	CMP71001 Cybersecurity	ACC301 Accounting Theory and Contemporary Issues	ACC303 Contemporary Issues in Accounting
ACC302 Auditing and Assurance	BUSN3130 Auditing	ACC00130 Auditing	ACC302 Auditing and Assurance	ACC300 Auditing and Assurance Services
FIN300 International Financial Management	BUSN3900 Business Internship	FIN10712 Financial Risk Management	ACC303 Company Accounting	BUS303 Business Project
TAX300 Taxation	BUSN5153 Taxation	ACC00132 Taxation	ACC304 Taxation Law	ACC301 Tax Law
ITS300 Data Analytics and Business Intelligence	Electives x 4	FIN10711 Portfolio Management	ACC305 Management Accounting 2	Electives x 4
ACC303 Accounting Theory		FIN10252 Financial Planning	Electives x 3	

MKT300 International Marketing		MNG00314 Entrepreneurship and Innovation		
MKT202 Digital Marketing		Elective		
24 core subjects 240 credit points	19 core subjects 5 electives	22 core subjects 2 electives 288 credit points	19 core subjects 5 electives	20 core subjects 4 electives 24 credit points

CGSI Institute Sydney On-campus and online delivery	University of Notre Dame Sydney On-campus delivery	Southern Cross University Lismore, Gold Coast, Coffs Harbour On-campus and online delivery	Kaplan Business School Adelaide, Brisbane, Melbourne, Sydney On-campus delivery	King's Own Institute Sydney On-campus delivery
Bachelor of Business (Accounting) AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Accounting AQF Level 7	Bachelor of Business (Accounting) AQF Level 7	Bachelor of Business (Accounting) AQF Level 7
	600 credit points			
Associate Degree of Business Accounting: 8 level 100 and 8 Level 200 subjects Diploma of Business Accounting entry and exit: 8 Level 100 subjects	Diploma of Accounting exit: any 8 subjects from Bachelor of Accounting	Diploma of Accounting exit: any 8 subjects from Bachelor of Accounting	Diploma of Business entry and exit: 8 Level 100 core subjects	Diploma of Business (Accounting) entry and exit: 8 Level 100 core subjects

6.0 Related

Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Charge Fee and Refund Policy
 Privacy Policy
 Students at Risk Policy
 Students at Risk Procedure
 Student Progression Exclusion and Graduation Policy
 Student Progression Exclusion and Graduation Procedure

Version Control

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Version	Change Notes		
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3.2	Further refinements		
3.1	Further refinements		
2.1	Refinements arising from external review and logo added		