



Course Teach Out Policy

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PURPOSE

The purpose of this policy is to meet the requirement of TEQSA for all HEPs to have mechanisms/policies in place to ensure that students enrolled in courses accredited by TEQSA and delivered by the HEP have an opportunity to complete such courses in the event of withdrawal of accreditation of the organization and or the course(s) being offered

SCOPE

This policy defines the process by which the College will meet TEQSA requirements for Course Teach Out for Higher Education Providers under two distinct scenarios:

- Provider initiated teach out and,
- TEQSA initiated teach out.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

TEQSA: Tertiary Education Quality and Standards Agency.

Teach-out: Refer to statement of purpose.

HEP: Higher Education Provider.

The College: means the Australasian College of Dermatologists

BoD: refers to the Board of Directors of the Australasian College of Dermatologists

AMC: refers to the Australian Medical Council

RACGP: refers to the Royal Australian College of General Practitioners

ACPET: refers to the Australian Council for Private Education and Training

ASTAS: refers to the Australian Students Tuition Assistance Scheme

BACKGROUND

The ACD delivery of its training course is grounded in a model which is quite different to that of other higher education institutions. Its policy takes the unique features of this delivery model and is premised on the following:

- All teaching and assessment is conducted on a pro bono basis by Fellows of the College who are practicing specialist dermatologists. As such, teaching and assessment processes would not be subject to cessation due to financial restrictions should the College cease to operate for whatever reason.
- Training positions in which the teaching takes place are established within government funded hospitals. These positions, once established and filled by a student, are supported for the duration of the training period of the student, generally 4 years. As such, the tenure of students placed in these positions would not be threatened should the College cease to operate.

Additionally, the main impediment to being in a position to offer all currently enrolled students the opportunity to complete their specialist medical training should the College cease operation, to be centred on the logistical/operational/administration support needed to continue the program of teaching and assessment until all students have graduated.

The College has three strategies to address this.

1) Under normal circumstances, it has sufficient financial reserves to operate its administration centre to support the teaching and assessment program well beyond any un-predicted forced cessation of activities.

2) Should the above resources be limited by some unforeseen occurrence, the College could maintain a sufficiently supportive administration centre for the 4 years required to allow completion by all currently enrolled students (assuming the closed-down occurred after a first year intake had commenced). Obviously, the fiscal burden would diminish as each successive year passed through.

3) Should neither of the above approaches be viable, the College may seek to amalgamate with one of the other medical colleges, possibly the Royal Australian College of General Practitioners (RACGP). This medical specialist College has an existing close association with ACD involving the development and delivery of general basic dermatological training for GP's, for the purposes of making use of its administration support resources.

POLICY

1. Provider initiated teach out

The College will, based on prevailing circumstances, adopt an approach from those detailed below to ensure that students are not disadvantaged by the College ceasing to operate and/or as a result of it having accreditation of its course(s) revoked by TEQSA. The decision on the approach taken will be made by the BoD with appropriate advice.

- 1.1 Continue operations until all students enrolled at the time of 'cessation' had completed their course under the support arrangements 1, 2 or 3 listed above.
- 1.2 Provide students enrolled in years 1 and 2 with a comprehensive 'Statement of Completion' and detailed analysis of curriculum components completed and provide support in their seeking placement/recognition/RPL in other appropriate courses or medical training organisations.
- 1.3 Ensure that students in years 3 and 4 of the course had the opportunity to complete their course through the arrangements 1, 2 or 3 listed above.

Students in years 1 and 2 would have their current year fee reimbursed. Any student in year 3 or 4 who elected not to continue would also be provided with a reimbursement of the current year fee, together with documentation and support as outlined for students exiting the course at year 1 or 2.

Additionally, in all cases where a student has not been able to complete the current year of training by virtue of the College's inability to provide the course/training program, they would be reimbursed by the College for fees and charges paid/incurred in the course of their current year of training. Re-imbursement is also guaranteed through the avenues of recourse available through the College's membership of ACPET and, where appropriate utilization of the ASTAS.

2. TEQSA initiated teach out

The Australasian College of Dermatologists is accredited by the AMC independently of TEQSA to provide specialist medical training in the domain of dermatology and as such can provide its students with accreditation as a specialist dermatologist through Fellowship of the College on their completion of its Fellowship Training Program.

The ACD approach to addressing a TEQSA initiated teach out scenario is premised on this external accreditation.

- 2.1 Should TEQSA revoke or place limits on the College's operation as a Higher Education Provider, cancel or not re-accredit the course whilst students are still enrolled, the College will revert to offering its students its Fellowship Training Program under its AMC accreditation.
- 2.2 The College will take all steps necessary to ensure that where and/or when a course is due for re-accreditation, preparations are carried out to allow sufficient time for such re-accreditation be granted prior to the current accreditation expiry date is reach.
- 2.3 The College will also ensure that threshold standards are met and maintained during the 'teach out' period.