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**Discontinuation of vocational education program (or plan)**

Before completing this form, please read the Discontinuation and transition – Vocational Education instruction on the [Program and Course Life-cycle Instructions and Forms web page](https://www.rmit.edu.au/staff/teaching/program-and-course-admin/program-and-course-forms).

This form is for:

* notifying Course and Program Administration in the Academic Registrar’s Group and International Admissions of a program that is to be discontinued and inactivated
* identifying whether the program has active students and, if so, preparing a transition plan for these students
* submitting the transition plan to be endorsed by College

**Submission of form:**

Send the approved discontinuation form (and supporting documents if applicable) to:

College Academic Development or Academic Services Group.

**NOTE: This form is for discontinuation and inactivation of programs and plans only. To close a program for one intake for profile reasons, contact your College Admissions Manager.**

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| --- | --- | --- | --- | --- |
| **Contact details** | | | | |
| 1. **Discontinuation coordinator** | | | *Person nominated by the School or College to manage the discontinuation* | |
| 1. **School** | | |  | |
| 1. **College** | | |  | |
| **Details of program to be discontinued** | | | | |
| 1. **Discontinuation type** | | Tick one only:  Discontinue whole program \*with / without replacement, and remove from RMIT scope of registration (qualification is still current on training.gov.au)  Discontinue plan/=(s) only \*with / without replacement  Remove qualification that has been automatically added to RMIT scope of registration by ASQA (in the case of ‘equivalent’ qualifications)  *\* Note: if replacing with new offering complete the Replacement program/plan detail in sections 12ff below*.  *Note: Qualifications/UsOC that are superseded or accredited courses which are expired will be automatically discontinued by Course and Program Administration* | | |
| 1. **RMIT program code** | |  | | |
| 1. **National program code** | |  | | |
| 1. **Program title** | |  | | |
| 1. **Plan code/s (if applicable)** | |  | | |
| 1. **CRICOS code** | | Yes  No  CRICOS Code:  *Note: Inactivation of a plan code or program code with no active students means any CRICOS registration will be cancelled.* | | |
| 1. **Campus / Location** | | Australian campus  Campus outside Australia  OUA  Partner outside Australia  Partner or clientin Australia  Workplace | | *<Insert name of Australian campus>*  *<Insert name of campus outside Australia>*  *<Insert name of partner>*  *<Insert name of partner/client>*  *<Insert name of workplace>* |
| 1. **Transition arrangements** | | Select one:  Superseded training package qualification/UOC  (*Refer to ASQA General Direction on Transition and Teach-out: RMIT must apply to have replacement qualifications/UOC added to its scope of registration, and students transitioned into the replacement qualification/UOC, within 12 months of it being replaced on the national register.)*  Deleted training package qualification/UOC or expired accredited course  (*Refer to ASQA General Direction on Transition and Teach-out: When there is no qualification/UOC for students to transition into, RMIT may teach out for 18 months (qualifications) and 12 months (UsOC) from the date on which the deletion of the qualification/UOC was published on the national register.)*  RMIT decision to discontinue program  (*Students must be given a reasonable period to complete the program if they cannot be transferred to an equivalent program.)* | | |
| 1. **Active students** | | *Are students either currently enrolled or on leave of absence in the following categories active in the program/plan?*  Domestic students  International Students studying at an RMIT Australian campus  RMIT students at a partner institution  RMIT students in a dual award concurrently enrolled in another institution  RMIT students at a campus outside Australia  OUA students  Active students are any of the following:   * an enrolled student or an enrolled student in the process of transfer of program/plan * an enrolled student in the process of transferring to graduate from a higher program/plan into an intermediate exit award * an enrolled student in the process of completion in order to graduate * an enrolled student who is temporarily suspended for reasons of academic or general misconduct * an admitted domestic student who has deferred taking up their place. * any enrolled student on leave of absence.   To identify all active students, run the IExplore ‘List by Program’ report with the following parameters: program/plan code, program ‘active’ and ‘LOA’ statuses.  *If international students in Australia are involved, RMIT is obliged by ESOS legislation to provide students with a new offer or the option of a full refund of any future tuition fees. Substantial financial penalties apply for failure to do this.* | | |
| 1. **Current enrolment data (Including LOA and deferred)** | | **Number of domestic students:**  **Number of international students:** | | |
| 1. **Applicants**   *Does the program being discontinued have applications for future intakes?* | | **Domestic**  Yes  No  If yes, list number of students   |  |  |  | | --- | --- | --- | |  | Number of students with accepted offers | Number of students with offers (full and conditional) | | Domestic |  |  |   *Contact your College Admissions Manager to find out how to obtain this information.*  **International**   Yes  No  If yes, list number of students   |  |  |  | | --- | --- | --- | |  | Number of students with accepted offers | Number of students with offers (full and conditional) | | INTON |  |  |   *Contact* [*intladmissions@rmit.edu.au*](mailto:intladmissions@rmit.edu.au) *to find out how to obtain this information.*  *Note: Future intake data will include current RMIT students with a package offer and deferred applicants.* | | |
| 1. **Is this program/plan part of a sequence or nested program?** | | Is this program part of a sequence?  Yes  No  If Yes, are the other programs in the sequence also being discontinued? If so, please submit a discontinuation form for each discontinued program.  Is this program part of a nest of programs?  Yes  No  If Yes, what arrangements will be made to advise students as to …? | | |
| 1. **Does this program have a current internal pathway agreement?** | | No  Yes  If yes, list details:  RMIT affected program /plan codes and titles:  *If replacing the discontinued program, ensure that articulation or pathway agreements have been renegotiated with replacement program. Existing agreements will be honoured until new agreement has been approved.* | | |
| 1. **Teaching period and year of last intake for commencing students** | | Teaching period: Year:  *Refer to table of teaching periods at the end of this form.* | | |
| 1. **Date on which program/plan is to be made inactive** | | *The date when the program will be made inactive. By this date students must have completed the program or will be transferred to a replacement program/plan.* | | |
| 1. **Rationale for discontinuation** | | *This section provides background for drafting of communications to current and prospective students. Please explain the reasons for the discontinuation of the old program/plan and replacement by new program/plan if applicable.* | | |
| **Replacement program / plan detail** *(Complete questions 20-22 only if there will be a replacement program/plan)* | | | | |
| 1. **Replacement program/plan code and program/plan title** | | This program will be replaced by:  An already existing program/plan  A new program/plan that is currently in the program approval process  Code:  Title: | | |
| 1. **CRICOS code of replacement program/plan** | | Will the replacement program/plan be offered to international onshore students?  Yes  No  Have you applied for CRICOS registration for the replacement program?  Yes  No  If yes provide CRICOS code if known:  *Note: If no, a replacement program must have CRICOS registration before it can be offered to international students. You must seek immediate advice from the Global Quality, Regulation and Compliance Group through* [*cricos@rmit.edu.au*](mailto:cricos@rmit.edu.au) | | |
| 1. **Teaching period and year of replacement program/plan introduction** | | Teaching period: Year:  Actual teaching start date:  *Refer to table of teaching periods at the end of this form.* | | |
| **Transition arrangements** | | | | |
| 1. **Arrangements for students** | | Refer to Section 11: Transition Arrangements above  Teach out End date:  Transfer to replacement program Date by which all students will be transitioned: | | |
| **Letter(s) to current students and applicants** | | | | |
| 1. **If teaching out** | Letters to active students including those on leave of absence (both domestic and international)  *See attachment A*  Letters to domestic Australian applicants (not yet offered, and offered – including those who have deferred their offer) Including information on replacement or alternative programs.  *See attachment D*  *Please note: International Admissions will write letters to international applicants for study in Australia: there is no need to include these letters with the transition plan.* | | | |
| 1. **If transferring students to replacement programs** | Letter to active domestic students  *See attachment B*  Letter to active international students  *See attachment C*  Letters to domestic Australian applicants (not yet offered, and offered – including those who have deferred their offer) Including information on replacement or alternative programs.  *See attachment D*  *Please note: International Admissions will write letters to international applicants for study in Australia: there is no need to include these letters with the transition plan.* | | | |
| **Program guide content** | | | | |
| 1. **Transition statement**   *For the program/plan being discontinued* | *The text that will appear in the transition plan section of the program guide for the program/plan being discontinued.* | | | |
| 1. **Transition statement**   *If students are being transferred to replacement program* | *The text that will appear in the transition plan section of the program guide for the replacement program/plan to inform students who are transferring from discontinued program.* | | | |
| 1. **Articulation and pathways statement** | *The text that will appear in the articulation and pathways section of the program guide for the replacement program.*  *Note: existing articulation and pathways agreement will be honoured until a new agreement has been negotiated and approved.* | | | |

**Include a table showing the relationship between courses in the discontinued program/plan and the replacement program/plan. Here is an example which you can use as a template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OLD** | | | | | | | |  | **NEW** | | | | | | | | |
|  | | | Total hours | National code | Program plan code |  | Program name |  | Program name | Program plan code |  | National code | Total hours |  | | | |
| 640 | FNS40611 |  | C4324 | Certificate IV in Accounting |  | Certificate IV in Accounting | C4789 |  | FNS40000 | 600 |
| Process for completion | Course ID | Pre-requisites | Nominal hours | National code | Subject area | Catalogue number | Competency title |  | Competency title | Catalogue number | Subject area | National code | Nominal hours | Pre-requisites | Course ID | Tick if completed | Date of completion |
| **Equivalent (include equivalence mapping)** | | | | | | | | | | | | | | | | | |
| Credit transfer | 048630 |  | 60 | FNSACC4038 | ACCT | 5237C | Prepare Financial Statements |  | Prepare financial statements for non | ACCT | 5304C | FNSACC404A | 60 |  | 046805 |  |  |
| Credit transfer | 050345 |  | 20 | BSBWHS201A | ACCT | 5250C | Process Business Tax Requirements |  | Process Business Tax Requirements | ACCT | 6059C | FNSACC401A | 20 |  | 046810 |  |  |
| Credit transfer | 043299 |  | 50 | BABFIA401A | C0SC | 5939C | Set Up & Operate a Computerised |  | Set Up & Operate a Computerised | COSC | 6059C | FNSACC406A | 50 |  | 046814 |  |  |
| **Partial equivalence – gap assessment required** | | | | | | | | | | | | | | | | | |
| RPL including mapping & assessment | 046941 |  | 40 | FNSACC302A | ACCT | 5306C | Administer subsidiary ledgers |  |  |  |  |  |  |  |  |  |  |
| RPL including mapping & assessment | 046940 |  | 80 | FNSACC406A | COSC | 6059C | Set up & operate a paperbased accounting |  |  |  |  |  |  |  |  |  |  |
| RPL including mapping & assessment | 046938 |  | 40 | FNSBKG404A | ACCT | 5305C | Carry out business activity and instalment |  | Process Financial Transactions and | 5303C | ACCT |  |  |  | 046830 |  |  |
| **NO equivalence** | | | | | | | | | | | | | | | | | |
| Training & assessment | 048631 |  | 40 | FNSACC407A | COSC | 6163C | Produce job costing information |  | Produce job costing information | 6163C | COSC | FNSACC407A | 40 |  | 046835 |  |  |
| Training & assessment | 042927 |  | 80 | BSBITU306A | BUSM | 6232C | Design and produce business documents |  | Design and produce business documents | 6232C | BUSM | BSBITU306A | 80 |  | 046840 |  |  |

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| **Endorsement and Approval** | |
| Endorsement:  Dean/Head of School/Vocational Education Director | Name:  Signature:  Date: |
| Approval:  College Deputy Director, Vocational Education | Name:  Signature:  Date: |

**Acronyms**

ARG Academic Registrar’s Group

CPA Course and Program Administration

SAMS Student Administration Management System

**Teaching periods**

|  |  |  |
| --- | --- | --- |
| **Prefix with last 2 digits of the year (e.g., 2023)** | **Term codes ending in** | **Type** |
| 23 | 05 | TAFE/PREP Term 1 |
| 23 | 45 | TAFE/PREP Term 2 |
| 23 | 20 | OFFSHORE Quarter 1 |
| 23 | 30 | OFFSHORE Quarter 2 |
| 23 | 60 | OFFSHORE Quarter 3 |
| 23 | 70 | OFFSHORE Quarter 4 |

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**Attachment A**

**Teaching out**

**Letters to active students including LOA (both domestic and international)**

**Attachment B**

**Transferring students to replacement programs – active domestic students**

**Attachment C**

**Transferring students to replacement programs – active international students**

**Attachment D**

**Teaching out or transferring students – domestic Australian applicants**