Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 0001K

CourseClosureProcedure

Contents

Owner: Executive Director, Education Futures and Students
TRIM Number: CIT2024/621
Category: Training
Approval for Open Access - yes

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- managing the process to close a course
- draft transition plan for existing students.

The Procedure consists of three steps:

- course identification and planning

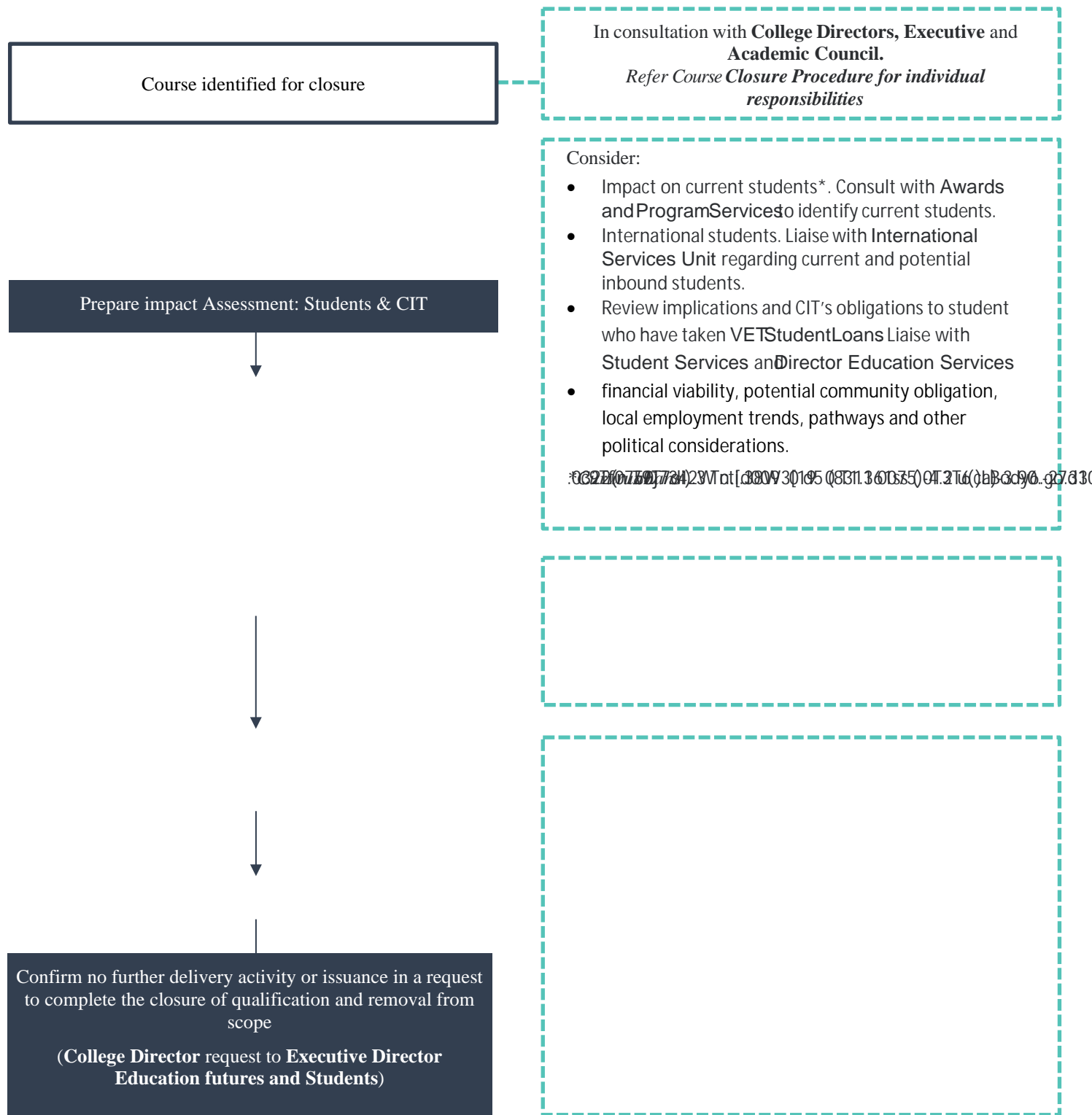- stakeholder engagement

- proposed decision and notification.

3.1 Course identification and planning

Step	Action	Responsibility
1	At least annually, as part of the Program Review and Improvement process and Executive Management Committee considerations, identify any courses for closure.	Education Design and Delivery Lead College Director
2	Consult with Chair Academic Council, Executive Director Education Futures and Students, International Students Unit, Executive Design and Delivery Lead, Director Education Services and College Directors regarding initiating course closuTd[(ref4 0.4l)-6 (s)011 Tc 0.011 Tw 35 010.7 dsColleloeirecor	

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Step	Action	Responsibility
2	In tandem with the implementation of the stakeholder engagement plan, for each identified course, collate the following information and provide to the Education Design and Delivery Lead and Senior Education Leader: • student numbers broken down by delivery site/method 　　o number of currently enrolled students 　　o students enquiring or enrolled for the next enrolment period/s. • students continuing studies in future calendar periods in the proposed course closures • funding sources for impacted students (government subsidised or Fee for Service) • indicate student cohorts and the numbers of students in each cohort • initiatives to revive enrolments in the course in recent years • options considered under alternative business models for maintaining access to the course for current and prospective students • availability of the course with alternative providers • dates and nature of engagements with stakeholders (internal and external) likely to be impacted by the proposed closure. For example: 　　o employers 　　o industry 　　o students (Australian, apprentice/trainee and international), 　　o key community groups 　　o local government 　　o unions 　　o course and teaching staff 　　o CITSOL 　　o CIT Solutions 　　o CITSA 　　o International Services Unit	College Director

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Step	Action	Responsibility

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6. Appendix -Course ClosureRemoval from Scope Flowchart

Course identified for closure

In consultation with **College Directors, Executive** and **Academic Council.**
*Refer Course **Closure Procedure for individual responsibilities***

Prepare impact Assessment: Students & CIT

Consider:

- Impact on current students*. Consult with Awards and Program Services to identify current students.
- International students. Liaise with International Services Unit regarding current and potential inbound students.
- Review implications and CIT's obligations to student who have taken VET Student Loans Liaise with Student Services and Director Education Services
- financial viability, potential community obligation, local employment trends, pathways and other political considerations.

Confirm no further delivery activity or issuance in a request to complete the closure of qualification and removal from scope

(**College Director** request to **Executive Director Education futures and Students**)

*Refer **Amendment to Scope of Registration Procedure***

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