Document title:	Transition and Teach-Out Management Policy	
Approving authority:	Board of Directors	
Related policies:	Assessment and Learning Materials Policy Assessment Marking and Grading Policy Assessment System Policy Course Development and Review Policy Regulatory Requirements Policy Course Extension and Adjustment Policy Student Support Services Policy	
Next review:	01/06/2026	
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This policy outlines ITAC's approach to managing the transition and teach-out process for students enrolled in qualifications or units that have been superseded, updated, or deleted. Our commitment is to ensure that students have the opportunity to gain the latest qualifications without being disadvantaged by changes to training packages or accredited courses.

2. ITAC's Transition and Teach-Out Process

1. Monitor for Changes: ITAC actively participates in consultation and industry activities to stay informed about upcoming changes to training packages and accredited courses.

2. Develop Action Plan and Assign Staff: Upon identifying changes, ITAC will develop an action plan and assign staff to manage the transition and teach-out process.

3. Develop New Teaching and Assessment Materials: ITAC will create updated teaching and assessment materials in line with the new qualifications or units.

4. Inform Students and Provide Options: Students will be informed regularly about any changes to their enrolled qualifications or units. ITAC will provide options for students to either transition to the updated qualification or unit or complete their current qualification within the required timeframe.

5. Issue Statement of Attainment and Close Transition Process: Once students have successfully completed the transition or teach-out process, ITAC will issue a Statement of Attainment (SOA) and formally close the process for each student.

3. Timeframes and Cost

1. ITAC adheres to the maximum allowable timeframes for transitioning students as stipulated by the relevant government authorities, usually within 12-18 months.
2. If a qualification or unit is deleted (not transitioned to a new version), ITAC will ensure that all enrolled students are taught out within the required timeframe specified by the regulator, often within 24 months.
3. ITAC will not enrol students in qualifications or units beyond six months of the supersede or delete date recorded on the relevant register.
4. There is no cost to students for transitioning to the updated qualifications or units.

4. Student Responsibilities and Outcomes

1. Students are responsible for reading information provided by ITAC and making a timely decision about transitioning or completing their current qualifications within the required timeframe.
2. If a student does not transition or complete their qualification within the stipulated timeframe, ITAC will issue a Statement of Attainment for the units successfully completed.
3. ITAC will provide regular updates and support to students throughout the transition and teach-out process to ensure a smooth and efficient experience.

5. Training and Review

1. ITAC staff will receive training on the transition and teach-out process to ensure a consistent and efficient approach in managing changes to qualifications and units.
2. The CEO or other delegated person with VET expertise will closely monitor all transition and teach out process.
3. This policy will be reviewed regularly to ensure its alignment with best practices, industry updates, and any changes to relevant regulations or standards.

6. Policy Communication

This policy will be communicated to all students, staff, and stakeholders via ITAC's website, Student Handbook, and during the enrolment process. It is the responsibility of students, staff, and stakeholders to familiarize themselves with this policy and adhere to its requirements.