

COURSE AND MODULE/UNIT DISCONTINUATION POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this policy and procedure is to outline the principles, decision-making criteria, and operational processes for the discontinuation of an Engineering Institute of Technology's (EIT) Vocational Education and Training (VET) course and modules/units. It ensures that discontinuation decisions are made transparently, with due consideration to academic quality, regulatory compliance, and the fair treatment of students and staff.

2.0 Scope

This document applies to all EIT staff involved in the design, delivery, administration, and governance of VET courses and modules/units, as well as all students enrolled in these programs. It governs the process by which courses or modules/units may be reviewed and discontinued, and the communication and support provided to affected stakeholders.

3.0 Objectives

EIT aims to:

- Ensure a clear and transparent process for the discontinuation of VET courses and modules/units.
- Minimise disruption to students and staff affected by discontinuations.
- Maintain compliance with accreditation and regulatory standards.
- Provide equitable and timely options for students impacted by discontinuation decisions.

4.0 Policy Principles

4.1 Strategic Planning and Review

EIT regularly reviews all VET course offerings to ensure alignment with accreditation requirements, industry demand, student needs and operational goals.

4.2 Criteria for Discontinuation

Courses and modules/units may be altered or discontinued based on factors such as, but not limited to:

- Resource limitations
- Regulatory or accreditation changes
- Quality assurance concerns
- Economic climate
- Consistently low enrolment numbers
- Lack of relevance or demand

4.3 Stakeholder Consideration

All discontinuation decisions must account for the impact on students and staff. Feedback from academic and administrative teams must inform decisions, and students must be supported with appropriate transition options.

5.0 Procedure

5.1 Initiation

The Dean may submit a proposal, supported by sufficient rationale, to the Academic Board recommending the discontinuation of a course/ module/unit.

The Academic Board reviews the proposal, considers feedback from relevant stakeholders and submits a recommendation to the Governance Board. The recommendation must provide reasoning for the discontinuation as well as a statement of the implications of the change.

5.2 Approval

The Governance Board must provide final approval for the discontinuation.

Rationale for the discontinuation must include one or more of the justifiable reasons listed under Policy Principles (Criteria for Discontinuation)

5.3 Notification and Communication

If the Governance Board approves the discontinuation, all relevant staff must be notified by the Dean.

The designated administrative staff must provide written notification to all currently enrolled students within one (1) calendar month of the Governance Board's decision. The notice must include:

- The effective date of discontinuation
- Rationale for the decision
- Options for course completion or transition, where possible

5.4 Enrolment Management

No new enrolments will be accepted after a discontinuation decision.

For any pending applications, students must be notified and, where possible, transferred to an alternative EIT course.

5.5 Student Transition

Where possible, all students enrolled in a course at the time of discontinuation must be allowed the opportunity to complete the course under the advertised structure and timeframe at the time of their enrolment, and in accordance with any specified transition periods determined by the VET regulator.

Students who previously enrolled in the discontinued course and withdrew, or students currently enrolled in the discontinued course wishing to withdraw, will need to discuss options with a Learning Support Officer or a Course Advisor. Options include:

- Transfer to an alternative EIT course and receiving credit, where possible
- Transferring to an alternative institution. EIT will assist students to apply for and receive credit, where possible
- If the above options are not available, EIT will provide students with a statement of attainment for modules/units successfully completed and refund any fees for modules/units not completed, which have already been paid for by the student.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Academic Board Terms of Reference.DS
- Admissions Policy and Procedure.VET
- Assessment and Validation Policy and Procedure.VET
- Award Nomenclature and Academic Records Policy and Procedure.VET
- Course Review and Quality Assurance Policy and Procedure.VET
- Credit Transfer Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Governance Board - Terms of Reference.VET
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy and Procedure.VET
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Marketing and Promotion Policy and Procedure.DS
- Privacy Policy.DS
- Records Management Policy.DS
- Risk Management Policy.DS
- Strategic Plan 2022-2032.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- Tuition Payment, Withdrawal and Refund Policy and Procedure.VET

- Tuition Protection Policy.DS
- VET Regulatory Compliance and Cooperation Policy.VET
- VET Student Loans Debt Review and Recredit Policy and Procedure.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET
- VET Student Loans Withdrawal and Cancellation Policy and Procedure.VET

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.