

Course Closure Procedure

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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 closure.	

Step	Action	Responsibility
2	<p>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:</p> <ul style="list-style-type: none"> • student numbers broken down by delivery site/method <ul style="list-style-type: none"> ○ number of currently enrolled students ○ 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: <ul style="list-style-type: none"> ○ employers ○ industry ○ students (Australian, apprentice/trainee and international), ○ key community groups ○ local government ○ unions ○ course and teaching staff ○ CITSOL ○ CIT Solutions ○ CITSA ○ International Services Unit 	College Director

Step	Action	Responsibility
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6. Appendix -Course ClosureRemoval from Scope Flowchart

