



australian
pharmacy
council

Accredited Degree Program Teach-out Policy

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Accredited Degree Program Teach-out Policy

Program accreditation against the Accreditation Standards for Pharmacy Programs in Australia and New Zealand by the APC ensures that graduates of the program have the knowledge and skills to commence an internship for practice in Australia. Only graduates from a program that is accredited **at the time of graduation** are eligible to register with the Pharmacy Board of Australia. Program providers must continue to meet all of the APC/PharmBA requirements for accreditation (including reporting submissions) for the duration of program delivery.

Providers may make the decision to close an accredited program to new enrolments and teach-out due to a variety of reasons.

As well as teaching out the program(s), a provider may be concurrently implementing a new accredited pharmacy program OR may be intending to no longer provide pharmacy education.

The following scenarios are described in further detail below:

1. Program teach-out in conjunction with new program implementation
2. Program teach-out and closure of the discipline

The APC Accreditation Committee (AC) is required to have oversight of the teach-out of accredited programs to ensure that the program(s) continue to meet the accreditation standards for the duration of teach-out. The AC will request reporting from the provider of a program in teach-out via an Accreditation Outcome Notification (AON). Satisfactory and timely responses to required reporting for the duration of program teach-out are an essential part of providing reassurance to the AC that accreditation standards continue to be met.

Program teach-out plans (including duration of teach-out) must align with relevant university-wide and TEQSA policies relating to program delivery. If the accreditation of a program in teach-out is due to expire prior to all students graduating from the program, the provider is required to apply for program reaccreditation via the usual APC process.

Providers are reminded that to be eligible for registration as a pharmacist with the Pharmacy Board of Australia (PharmBA), students must complete a program that is APC-accredited and PharmBA-approved at the time of graduation.

When a provider intends to make significant changes to an existing pharmacy curriculum, introduce a new curriculum in addition to an existing program, or no longer deliver an accredited pharmacy program, they are required to submit a Notification of Change (NoC) to APC. The process is managed in accordance with the APC policy on [Notification of Change](#).

As part of the NoC submission for the teach-out of an accredited program, the provider is required to provide a transition and/or teach-out plan to the APC which outlines the future plans for both the new and old programs. The requirements for a teach-out/transition plan depend on which of the following scenarios apply to the provider:

1. Program teach-out in conjunction with new program implementation

When an accredited program provider intends to deliver a new program (and teach out the existing program), the NoC submission to APC should include a transition/teach-out plan detailing the following:

- a description of the alignment of the old program(s) with the new program(s) explaining similarities and differences that would impact on current student transition into the new program(s)

- an outline of the planned approach to student transition from the program in teach-out to the new program (if possible) across all year levels including:
 - any bridging courses or additional subjects required to allow students to transition
- a plan for the teach-out period duration for the program(s) in teach-out including evidence of alignment with relevant university and TEQSA policies
- plans for dual program delivery (including the impacts on staff workload)
- a description of the intended communication with students about the planned program changes, including:
 - mechanisms for communicating with students (including those who may have lapsed, deferred or experienced disruptions to enrolment)
 - specific support to be provided to students who are transitioning (to the new program) or transferring (to an accredited program being delivered by another provider)
 - any actions planned to mitigate financial disadvantage to students during transition/teach-out
- involvement and input by the course advisory group (or equivalent) in the new program design and transition/teach-out plans
- staffing levels and how the academic staff will meet the increased requirements of implementing a new program at the same time as teaching-out the old program including:
 - teaching allocations for units in both the teach-out and new program

There are multiple options for the teaching-out of an accredited program when a new program is being implemented as outlined below. All of these options require a transition and/or teach-out plan:

1.1. Option 1

Transfer all current students to the newly accredited program when the new program commences delivery. The program in teach-out is closed to new enrolments and teaching ceases at the time of new program implementation.

1.2. Option 2

Transfer current students to the newly accredited program when the new program commences delivery where possible or practical. Any students who are unable to be transferred to the new program due to the nature of the differences between the old and new curricula remain in the program in teach-out. The program in teach-out is closed to new enrolments immediately and teaching ceases when all students have completed the program (within the accreditation period and in line with university policies for the maximum duration of program teach-out).

1.3. Option 3

All new students enrol in the new program when the new program commences delivery. All current students remain in the program in teach-out. The program in teach-out is closed to new enrolments immediately and teaching ceases when all students have completed the program (within the accreditation period and in line with university policies for the maximum of program teach-out).

2. Program teach-out and closure of the discipline

When an accredited program is closed to new enrolments without a new program being accredited and implemented by the provider (i.e. pharmacy education is no longer delivered by the provider), the provider is required to submit evidence to the APC that the accredited program (in teach-out) will continue to meet the accreditation standards for the duration of program teach-out. A teach-out plan must be provided to the AC and should include:

- a plan for the teach-out period duration for the program(s) including evidence of alignment with relevant university and TEQSA policies
- plans for program delivery to reducing student numbers
- a description of the intended communication with students about the planned program changes, including:
 - mechanisms for communicating with students (including those who may have lapsed, deferred or experienced disruptions to enrolment)
 - specific support to be provided to current students to allow program completion before the end of the teach-out period
 - any actions planned to mitigate financial disadvantage to students during teach-out
- a description of any arrangements that have been made with other accredited program providers to facilitate student transition to another accredited program including:
 - resources provided by the provider of the program in teach-out to support student transition to another accredited program
 - evidence of mapping of the curriculum to accredited program(s) delivered by other providers
- involvement and input by the course advisory group (or equivalent) in the program closure decision and teach-out plans
- a description of the financial and other resources available to the program and students for the duration of the teach-out including:
 - academic staff (including expertise and FTE allocation)
 - teaching allocations for units in the teach-out program
 - administrative and professional staff
 - facilities, resources and support infrastructure
 - teaching and laboratory spaces
 - learning resources facilities (including electronic reference systems)
 - information and communication technologies
- approved course termination documents

The provider is required to submit any additional evidence/reporting as requested by the AC to provide assurances that the program is being delivered in accordance with the accreditation standards. Descriptions of required reporting and due dates will be communicated to the program provider via an AON.

