Program Guide “helpful hints”

- for Program Transition updates

Timeline: The Program Guide for the source program should be updated before the SEH ADC Cover Sheet is submitted to the SEH Secretariat.

1. Program Structure Preamble field

Enter text into the Program Structure Preamble field to:

- let students know there will be no further enrolments in the program
- give students a contact for further information

An example of text for the Program Guide Structure Preamble field:

There will be no further enrolments in this program. If you are a currently enrolled student you will receive an individual transition plan which is designed to enable you to obtain an award and continue on your career path. Refer to Program Transition Plan in this handbook for an overview of the transition process. If you have any queries you are advised to contact <staff member>.

2. Program Transition Plan

Follow instructions for the Program Transition Plan on p 27 of the Guidelines for Writing Higher Education Program Guides or p 25 of the Guidelines for Writing TAFE Program Guides.

Example 1 (HE):

(Program /plan /campus) is being (pipelined or taught out) so currently enrolled students will be transitioned to (new program)/need to follow a revised schedule. The course offerings for enrolled students are set out below. If you are currently enrolled in (program /plan /campus) you will be provided with an individual transition plan. You are strongly advised to contact your program coordinator, (name and contact details), to discuss any queries you have about your individual plan.

(include table of transition map as per Guidelines for Writing Higher Education Program Guides).

Example 2 (TAFE):

(Program(s)/plan(s)/campus(es) are due to expire in (date), so there will be no new enrolments after (semester, year) in these programs. Provision will be made for all students currently enrolled to complete their program requirements by no later than (date). You will be provided with an individual transition plan and are strongly advised to contact your program manager to discuss any queries you have.

If you have previously taken "leave of absence", from these programs, you need to make arrangements with the relevant Program Manager as soon as possible.

If you are unable to complete all the requirements of these programs within the allowable duration you may apply for credit into the (new program code and title) program available from (date).

(include table of transition map as per Guidelines for Writing TAFE Program Guides).

3. Check all Program Guide Fields are correct in view of the upcoming transition of students.

4. Leave the Program Guide in ‘Draft’ status so that the school can make any necessary changes as the draft moves through the approval process.

GN 29/02/2012