

# Course and Subject Lifecycle: Proposal and Development Procedure

## 1. Purpose and Scope

- 1.1 The Course and Subject Lifecycle: Proposal and Development Procedure gives effect to the Course and Subject Lifecycle: Proposal and Development Policy so that new course and subject development and approval requirements and processes are applied fairly, consistently, objectively and are documented.
- 1.2 This procedure applies to all courses at AIAT and to staff involved in new course and subject development and approval processes.

## 2. Definition

Refer to *Glossary of Terms*.

## 3. Procedure

*Schedule A provides an overview of the workflow for this procedure. It is recommended that it be reviewed prior to reading the procedure.*

- 3.1 Course development consists of six stages as outlined in the table below.

| Stage                              | Description   | Responsible officer or governing bodies |
|------------------------------------|---|---|
| <b>1. Business case assessment</b> | Any academic or non-academic staff member or Board of Directors member can identify a new business opportunity and suggest the development of a course which may meet this need. Any staff who identify an opportunity for a new course should approach Head of Institute in the first instance. If the Head of Institute approves the idea, then it is passed to EMG who can initiate the development and consideration of the strategic, business and academic case for the course in the form of a business case proposal. The Board of Directors can also identify an opportunity and approach EMG to commence the business case proposal process.<br>The business case proposal should include an analysis of: | Head of Institute<br><br>EMG            |

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|  | <p>a) how the development of the proposed course helps achieve the strategic objective and goals and, if appropriate, considering the existing course offerings;</p> <p>b) provide evidence of demand for the course and identified areas of industry, future market and jobs trend and opportunities to address community need;</p> <p>c) the academic basis for the proposed course (underpinned by research into the body/ies of knowledge);</p> <p>d) forecast enrolments in the proposed course over the period of accreditation;</p> <p>e) costing analysis to deliver the proposed course over the accredited period;</p> <p>f) costs for support, infrastructure, learning technology, facilities and staffing;</p> <p>g) financial case for developing the proposed course such as the cost to develop the course and subject contents where necessary considering the utilisation of existing capabilities.</p> <p>The EMG can also recommend that the Business case be postponed due to the budget plan for the year.</p> |                           |
| <p><b>2. Approval for course development</b></p> | <p>Based on the criteria outlined in Stage 1, a business case proposal is provided to the Board of Directors for approval.</p> <p>The Board of Directors consider the business case proposal against the strategic objectives and reviews the financial implications of proceeding with the course development.</p> <p>The Board of Directors ensures that adequate funds are available to support the course development and post accreditation implementation of the entire project if it is approved.</p> <p>The Board of Directors may:</p> <ul style="list-style-type: none"> <li>• support the business case proposal and recommend it be referred to EMG and Learning and Teaching Committee (LTC) for oversight of the course development process and implementation; or</li> <li>• request further information regarding the business case proposal before making a final decision; or</li> </ul>   | <p>Board of Directors</p> |

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|   | <ul style="list-style-type: none"> <li>reject the business case proposal as it is not compatible with the strategic plan or physical or financial resources; or</li> <li>take any other course of action it deems necessary.</li> </ul>   |  |
| <b>3. Establishment of Course Development Committee (CDC)</b> | <p>If the Board of Directors approves the course development based on the business case proposal, the Board of Directors refers to the EMG and LTC for oversight of the course development process and application for accreditation.</p> <p>LTC establishes the Course Development Committee (CDC) and will appoint external members from industry and academics from relevant disciplines, to work together with internal senior academics to design and develop the new curriculum, including the course proposal with rationale, course learning outcomes, course rules, delivery structure, subject outlines, assessment strategies and constructive alignment.</p> <p>The CDC, creates and deliberates on the course proposal to ensure that the course is in line with the above principles where the course(s) are designed to:</p> <ul style="list-style-type: none"> <li>provide students with accredited qualifications in their chosen field of study at an appropriate qualification level and outcomes set out in the Australian Qualification Framework (AQF);</li> <li>provide a critically reflective theoretical and experiential, dynamic learning context;</li> <li>enhance students' capabilities to apply for and engage in a range of career options; and</li> <li>provide support to promote and foster learning for the longer term.</li> </ul> <p>LTC advises Academic Board of the proposed new course development and that a CDC has been established. It also advises proposed milestone dates, including submission to TEQSA.</p> | <p>Academic Board</p> <p>EMG</p> <p>LTC</p> <p>CDC</p> |
| <b>4. Review by external discipline and industry experts</b>  | <p>The CDC prepares the final drafts of the course proposal, including subject outlines. The finalised draft course proposal is to be reviewed by at least two external discipline</p>  | <p>CDC</p>   |

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|   | <p>experts plus at least one industry expert. The discipline experts must have higher education qualification credentials and experience in the discipline area of the course as well as the requirements for accreditation of higher education courses.</p> <p>The industry expert(s) must have relevant experience and, where appropriate, technical knowledge from a relevant industry organisation(s).</p> <p>The Academic Board approves the nominated external experts as recommended by the CDC to conduct the quality review and assessment of the final course proposal.</p> <p>All relevant course materials and review instructions and questions that reflect the Higher Education Standards are sent to approved external reviewers for review. Any recommendations by the external experts are referred to the CDC for review before incorporation into the final course proposal.</p> <p>In collaboration with CDC, Director, Learning and Teaching provides details of the responses to external reviewers and/or implemented changes as per the CDC recommendations, as well as the final course proposal reflecting the changes, for Academic Board to review and recommend approval.</p> | <p>Director, Learning and Teaching</p> |
| <p><b>5. Recommend approval by Academic Board</b></p> | <p>Academic Board reviews and approves the final course proposal and recommends the Board of Directors approve its submission to TEQSA.</p> <p>Or the Academic Board rejects the course proposal and provides feedback to CDC, EMG and LTC detailing reasons that recommendation is not accepted.</p>   | <p>Chair of Academic Board</p>         |
| <p><b>6. Board of Directors approval</b></p>          | <p>The Board of Directors reviews and approves the submission of the course proposal to TEQSA for accreditation.</p>  | <p>Board of Directors</p>              |

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|  | Or the Board of Directors rejects the course proposal and provides feedback to Academic Board detailing reasons that recommendation is not accepted. |  |
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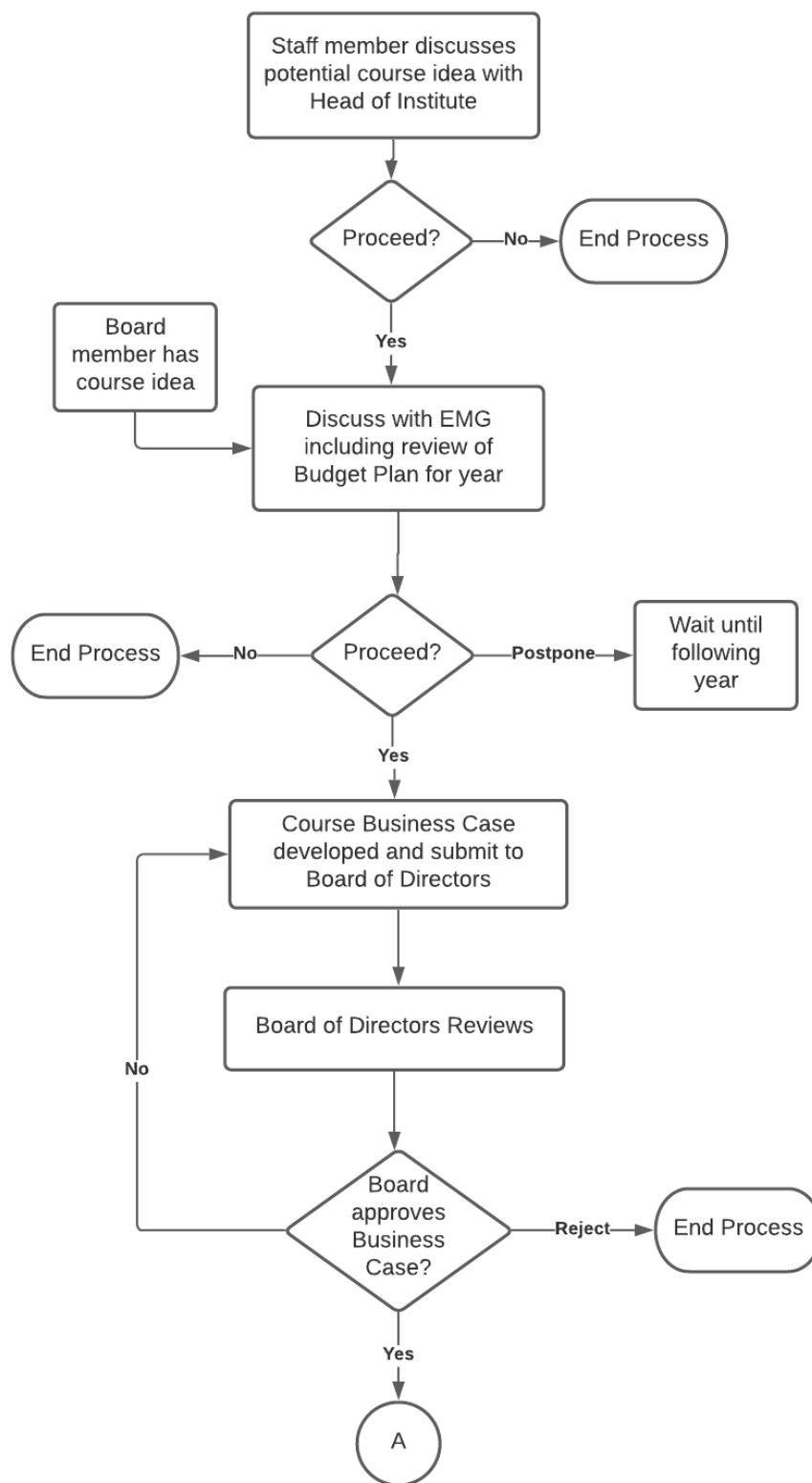
## 4. Roles and responsibilities

- 4.1 Board of Directors is responsible for:
- 4.1.1 outlining the courses that are planned as part of its annual strategic planning process;
  - 4.1.2 reviewing business case proposals for new courses and if approved, initiating the financial viability assessment of the course and approve the appropriate funding for course development; and
  - 4.1.3 approving the submission of the developed courses to TEQSA after reviewing the following:
    - a. the outcome of the Academic Board resolution on course development and approval; and
    - b. any financial risk associated with the delivery of the course.
- 4.2 The Academic Board is responsible for
- 4.2.1 ensuring the effective implementation and monitoring of course development and approval processes;
  - 4.2.2 approving recommended external discipline experts to review courses;
  - 4.2.3 reviewing the following when developing a recommendation for the Board of Directors:
    - a. Course Proposal which includes:
      - rationale (including expected graduate employment opportunities)
      - qualifications to be awarded on completion
      - admissions criteria
      - course learning outcomes, methods of assessment and indicative student workload, and national/international comparators
      - rationale for relationship between learning outcomes, AQF level specifications, subject learning outcomes and subject assessment and summary table mapping this alignment
      - structure, duration and modes of delivery
      - list of subjects of study (indicate whether compulsory or elective)
      - compulsory requirements for completion
      - exit pathways, articulation arrangements, pathways to further learning
      - requirements for the course to be professionally accredited/registered in order for graduates to gain work in the profession in Australia, and details of arrangements with professional bodies for such professional accreditation/registration
      - research content (for Masters qualifications)

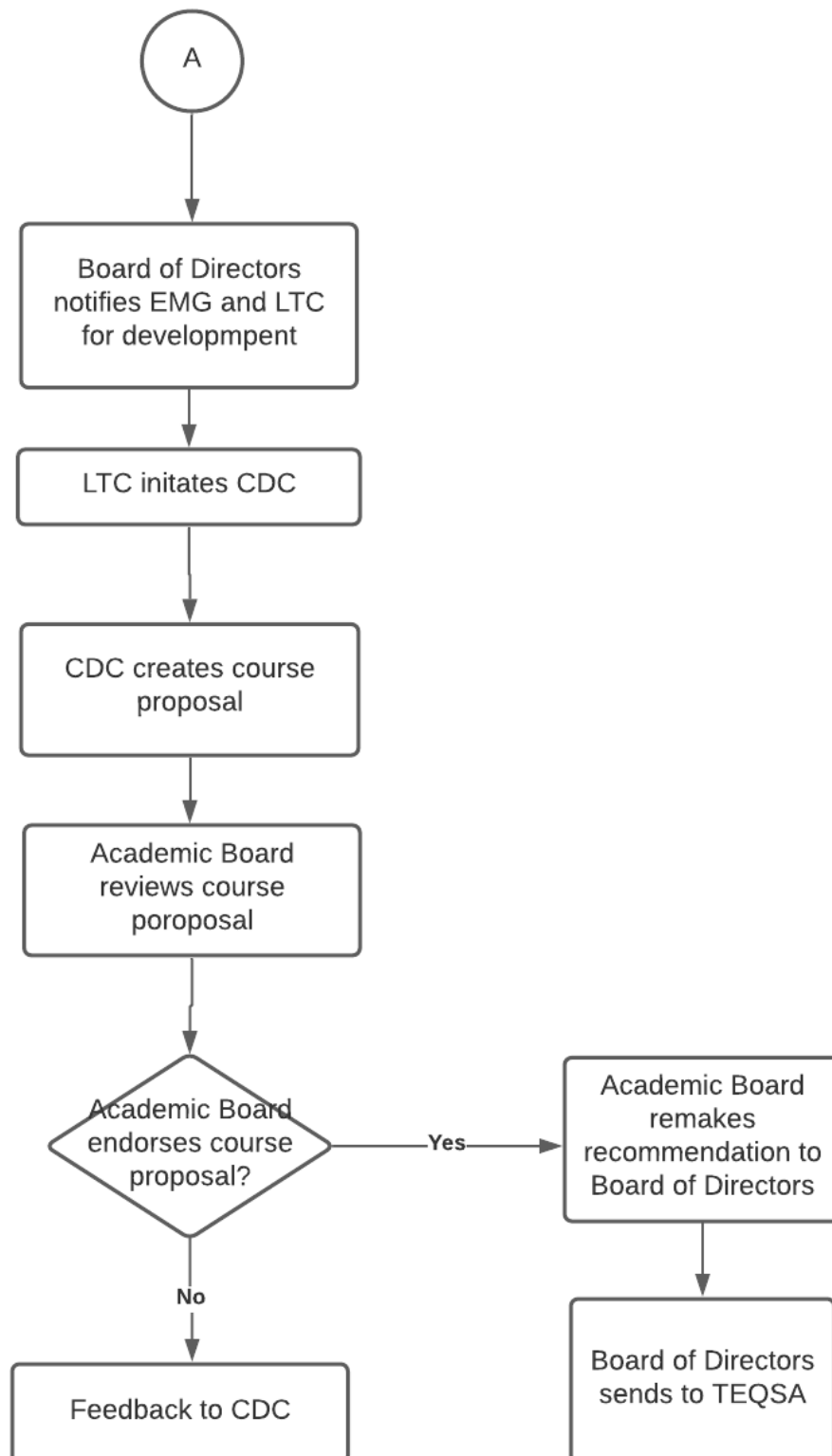
- planned staffing complement, showing qualifications and experience of course coordinator and for all teaching positions as required by HESF Standard 3.2.3, and:
    - resumes for any staff already engaged
    - position descriptions for positions not yet filled
    - evidence of equivalent academic or professional experience relevant to policy criteria, and
    - arrangements for oversight of staff who do not fully meet HESF Standard 3.2.3;
  - b. reports and minutes from the Course Development Committee (via the Learning and Teaching Committee);
  - c. the review and recommendations from the external experts;
  - d. the consultation and rigour of course development process.
- 4.2.4 Recommending to the Board of Directors the Course Proposal for submission to TEQSA for accreditation.
- 4.3 The Learning and Teaching Committee is responsible for:
- 4.3.1 advising Academic Board that Board of Directors has approved development for a new course;
  - 4.3.2 convening a Course Development Committee to develop the Course Proposal; and
  - 4.3.3 providing endorsement of the course proposal to the Academic Board.
- 4.4 The Course Development Committee is responsible for:
- 4.4.1 monitoring recent trends in the field of study, government policy changes likely to impact on curriculum issues, employer expectations and job opportunities for graduates, and any innovative practices in learning and teaching
  - 4.4.2 reviewing course documentation to ensure that it meets standards of rigour and depth appropriate to the level of the award and that the rationale, aims and subject content are consistent with, and reflect best practice;
  - 4.4.3 seeking additional expert advice where necessary and ensuring courses and subjects are in line with regulatory and industry guidelines;
  - 4.4.4 developing, reviewing and providing a new course proposal; and
  - 4.4.5 considering the existing or proposed quality assurance mechanisms to ensure that learning outcomes from courses are as expected, paying particular attention to assessment procedures and any benchmarking undertaken with other education providers.
- 4.5 The Head of Institute is responsible for responding to academic and non-academic staff suggestions for new courses and, if appropriate, progressing their suggestion to Executive Management Group.
- 4.6 The Executive Management Group is responsible for considering suggestions for new courses from Head of Institute or Board of Directors and preparing the Business Case Proposal for consideration by Board of Directors.

- 4.7 Board of Directors, Director, Learning and Teaching, Head of Institute, Course Directors or any academic or non-academic staff member are responsible for identifying opportunities for course development.

## Schedule A – Course Proposal and Development Process







## 5. Procedure Details

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| Institution                              | Australian Institute of Advanced Technologies (AIAT)   |
| Procedure name                           | Course Lifecycle: Proposal and Development Procedure   |
| Procedure Reference No.                  | PROC – 24  |
| Procedure Approval                       | Board of Directors   |
| Procedure Authority                      | Academic Board   |
| Responsible Officer                      | Learning and Teaching Committee  |
| Governance Reference Threshold Standards | HESF 2021: 3.1.2a, 3.1.2b, 3.1.2c, 5.1, 6.3.2c   |
| Related Documents                        | AIAT Governance Charter<br>Assessment Policy<br>Course and Subject Lifecycle: Proposal and Development Policy<br>External Referencing and Benchmarking Policy<br>External Referencing and Benchmarking Procedure<br>Learning and Teaching Policy<br>Student Access and Equity Policy |
| Related Legislation                      | Commonwealth Education Services for Overseas Students Act 2000 (ESOS)<br>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)<br>National Code of Practice for Providers of Education and Training to Overseas Students 2018                                       |
| References                               | AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:<br>LaTrobe University (2017) Course and Subject Management Procedure - Course and Subject Approvals   |
| Date of approval                         | 31 March 2022  |
| Review date                              | December 2024  |
| Policy Category                          | Academic   |

## 6. Document Version Control

| Document No  | PROC - 24      | Last Modify Date | Summary of Changes                             |
|--------------|----------------|------------------|--|
| Version No   | 1.0            | NA               | Initial version approved by Board of Directors |
| Created Date | September 2021 |                  |  |