

## COURSE AND UNIT DEVELOPMENT, APPROVAL AND REVIEW PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This procedure sets out the basis for approving Courses and Subjects and for the review of Courses and Subjects.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	August 2028
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Course and Subject Development, Approval and Review Policy Academic Staff Professional Development Assessment Policy and Procedure Assessment Moderation Policy and Procedure Benchmarking Policy and Procedure Course Discontinuation , Termination and Teach Out Policy and Procedure Free Intellectual Enquiry in Learning and Teaching Policy Records Management Policy and Procedure Unit Coding Policy Unit Credit Points Policy Student Feedback Policy and Procedure Learning and Teaching Plan Comprehensive Course Review Template Interim Course Review Template Unit Review Template

### 1. PRINCIPLES

The Ozford Institute of Higher Education (hereafter referred to as “the Institute”) processes for development of new courses and the review of existing courses will be consistent with and take account of matters specified in the Higher Education Standards Framework.

A key strategic objective is to strive for excellence in learning, teaching and scholarship for all courses in ways which deliver practical employment outcomes for graduates. The Institute’s approach to learning and teaching is underpinned by well-designed courses that are of interest to students, informed by theory, research and practice, challenging and of relevance to contemporary industry and potential employers. In adopting this approach, the Institute:

- ensures that that the curriculum is designed and assessed in a way which aligns unit learning outcomes through content and assessment to course learning outcomes.
- engages students with advanced knowledge and inquiry, critical and independent thinking and research-based learning appropriate for the AQF level of the course.
- focuses on employability using an internship approach.
- Offers industry relevant and professionally recognised courses through accreditation and recognition arrangements with relevant professional bodies such as the Chartered Accountants Australia and New Zealand and CPA Australia.
- Provides a personalised learning opportunities through flexible learning approaches.
- Encourages and fosters opportunities for cross-cultural interaction and discussion.

All courses will be regularly evaluated and continually improved by evidence-based review both internally and externally through expert and comprehensive reviews.

## 2. SCOPE

This procedure applies to all staff involved in the review of all Institute courses listed on the National Register and the development of all courses that the Institute seeks to have listed on the National Register.

## 3. DEFINITIONS

### ***Accredited course***

Means a course of study that TEQSA has approved to be listed on the national register

### ***AQF***

Australian Qualifications Framework

### ***Assessment***

The process of forming a judgement on the quality and extent of student achievement or performance and, therefore, by inference, is a judgement about the learning itself.

### ***Benchmarking***

Benchmarking can be defined as a quality process used to evaluate performance by comparing institutional practices to sector good practice.

### ***Course***

A course is a cluster of prescribed units to study in a broad area of academic interest leading to the award of a qualification. A course may contain a minimum number of units (or units) to be completed sequentially over a period of time.

### ***Learning activities***

Means the tasks that students undertake in order to develop and gain mastery of the knowledge, skills and professional behaviours that are desired as learning outcomes.

### ***National Register***

Means a register established and maintained by TEQSA of registered higher education providers and accredited courses.

### ***Substantive change***

Substantive change is one or a collection of changes that significantly change the accredited course or unit or change the nature of the risk or risk mitigation strategies of the Institute.

Whether a change is Substantive or not is determined by the Responsible officer and endorsed by the Executive Management team of the Institute. Any change of accredited course or unit name is automatically regarded as a substantive change.

### ***Unit***

A unit of study is an individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript and has an assigned credit point value. Units of study can be core (mandatory) or elective (optional). A unit can also be viewed as the study of a particular topic within a wider field and is a unit of the basic building block of a qualification.

## 4. PROCEDURE

### New Course Development and Approval

The steps in the process for developing and approving a new course are as follows:

- 4.1 An Institute stakeholder identifies a new opportunity and initiates the proposal for the development of a new course by seeking Executive Management Team agreement to prepare the proposal in consultation with the academic team.
- 4.1 The Institute stakeholder with support from all relevant Institute staff will develop a core business case proposal that includes:
  - Course Rationale and alignment to the Institute's Strategic Plan
  - Business Opportunity/Problem
    - Target Market
    - Competitor/Market Analysis
    - Projected Student Numbers
    - Marketing Plan
  - 
  - Business case
- 4.2 The Executive Management Team will consider the core business case proposal and decide whether to endorse the proposal. The Executive Management team may:
  - endorse the proposal and arrange for it to be submitted to the Governing Board for approval; or
  - endorse the proposal but request changes prior to its submission to the Governing Board; or
  - decide not to proceed any further with the proposal.
- 4.3 If the core business case proposal is endorsed by the Executive Management Team, the proposal will be presented to the Governing Board. The Governing Board will review the Executive Management Team's recommendation and consider the proposal for the new course including the initial business case. The Governing Board may:
  - approve the proposal and agree to work commencing on the new course; or
  - approve the proposal but request changes prior work commencing on the new course; or
  - decide that the Institute should not proceed with the proposal. If this occurs, the Executive Management Team will withdraw the proposal.
- 4.4 If the core business case proposal is approved, the Academic Board will request the Education Committee to oversee the development of the proposed new course.

- 4.5 The Academic Board may appoint new or temporary members to the Education Committee or a working party to ensure that it includes suitably qualified external subject or discipline experts from the Higher Education sector and at least one member from the relevant profession or industry.
- 4.6 The President and CEO in consultation with the Academic Dean will form a specialist Institute course development team as appropriate to develop the proposed course, which may include external discipline experts and teaching staff.
- 4.7 The course documentation including course and unit outlines, with particular focus on learning outcomes, course content and assessment tasks of all new courses, will be consistent with TEQSA requirements and Guidance Notes.
- 4.8 The new course will be evaluated by at least one independent expert. The President and CEO in consultation with the Academic Dean will identify and engage the independent experts to undertake the evaluation.
- 4.9 The engaged independent experts will be reported to the Academic Board.
- 4.10 The Education Committee will evaluate the new course documentation, including any independent expert review reports and the course development team's response to any such reports to ensure all required matters are satisfactorily addressed.
- 4.11 The Education Committee will report on the development of the course for each scheduled Academic Board meeting until the new course has been developed.
- 4.12 The Education Committee once satisfied that all TEQSA Compliance Framework requirements and the AQF have been met will submit a report to the Academic Board endorsing the course application.
- 4.13 The Academic Board will scrutinise the new course application to ensure that the TEQSA Compliance Framework requirements, the AQF, and TEQSA application requirements have been met. The Academic Board may approve the new course application and recommend the proposal to the Governing Board for approval before submission or recommend that the Institute completes further work and resubmit the new course application for approval once this work is completed.
- 4.14 If the Academic Board requests further work before approval, the course development team will complete the required work, and the new course documentation will be subsequently resubmitted to the Education Committee and Academic Board respectively as set out above.
- 4.15 Once approved by the Academic Board, the Governing Board will review the new course application. The Governing Board will review the Academic Board's recommendation, consider the new course application and the supporting evidence. The Governing Board may approve submission of the new course application to TEQSA or recommend that the Institute completes further work and resubmit the new course application for approval once this work is completed.
- 4.16 If the Governing Board requests further work before approval, the course development team will complete the required work, and the new course application will be subsequently resubmitted to the Education Committee and Academic Board respectively to be scrutinised and endorsed/approved before its resubmission to the Governing Board for review as set out above.

- 4.17 Once the new course application has been approved, the President and CEO has responsibility for submission. The application will be submitted using the TEQSA approved form for applications (the form in the TEQSA provider portal) and the associated fee will be paid.
- 4.18 The President and CEO, with support from the Academic Dean and other relevant staff and where necessary external experts, has responsibility for responding promptly to any queries that TEQSA has in respect to the application including requests for comment on assessment reports.
- 4.19 If TEQSA requires changes to the new course application before approval, the course development team will complete the required work, and the new course application will subsequently be resubmitted to the Education Committee and Academic Board respectively to be scrutinised and approved before its resubmission.
- 4.20 The Academic Dean will report to the Academic Board, and the President and CEO will report to the Governing Board on the new course application's progress including requests from TEQSA and the Institute's responses.

## **Re-accreditation**

- 4.21 At least 18 months before the expiry date of an existing accredited course the Academic Dean will seek Executive Management Team and Academic Board approval to proceed with re-accreditation. The assessment of whether or not to pursue re-accreditation applications will be informed by comprehensive reviews.
- 4.22 The Governing Board will review and endorse the re-accreditation proposal.
- 4.23 TEQSA will inform the Institute of the evidence that is required to be submitted for the course re-accreditation application (ie. Confirmed Evidence Table).
- 4.24 The President and CEO in consultation with the Academic Dean will form a specialist Institute course re-accreditation team as appropriate to develop the course re-accreditation application, which may include external discipline experts and teaching staff.
- 4.25 The Education Committee will provide oversight the re-accreditation application Once the Education Committee is satisfied that all TEQSA Compliance Framework requirements and AQF have been met, it will recommend that the course re-accreditation application is submitted to the Academic Board for approval.
- 4.26 The Academic Board will scrutinise the course re-accreditation application to ensure that all TEQSA Compliance Framework requirements, the AQF and TEQSA requirements have been met. The Academic Board may endorse the application to the Governing Board for approval before submission or recommend that the Institute completes further work and resubmit the application for approval once this work is completed.
- 4.27 If the Academic Board requests further work before approval, the course re-accreditation team will complete the required work and the application will subsequently be resubmitted to the Education Committee and Academic Board respectively as set out above.

- 4.28 Once approved by the Academic Board, the Governing Board will review the course re-accreditation application. The Governing Board will review the Academic Board's recommendation and consider the course re-accreditation application. The Governing Board may approve submission of the application to TEQSA or recommend that the Institute completes further work and resubmit the application for approval once this work is completed.
- 4.29 If the Governing Board requests further work before approval of the application, the course re-accreditation team will complete the required work, and the course re-accreditation application will subsequently be resubmitted to the Education Committee and Academic Board respectively to be scrutinised and endorsed before its resubmission to the Governing Board for review as set out above.
- 4.30 Once the submission of the renewal of course application has been approved by the Governing Board, the President and CEO has responsibility for its submission. The application will be submitted using the TEQSA approved form for applications (ie. via TEQSA provider portal) and the associated fee will be paid.
- 4.31 The President and CEO, with support from the Academic Dean and other relevant staff and where necessary external experts, will respond promptly to any queries that TEQSA has in respect to the course re-accreditation application including requests for comment on assessment reports.
- 4.32 The Academic Dean will report to the Academic Board, and the President and CEO will report to the Governing Board on the course re-accreditation application's progress including requests from TEQSA and the Institute's responses.

## **Comprehensive Course review**

- 4.33 The timing of the comprehensive course review, at least every 7 years, will be in accordance with the cyclical course review schedule, which will ordinarily provide for comprehensive reviews in preparation for applications to TEQSA for re-accreditation.
- 4.34 The Academic Board may initiate additional comprehensive course reviews, including on the advice of the Education Committee.
- 4.35 The President and CEO and the Academic Dean will identify at least one independent expert to undertake the comprehensive review.
- 4.36 The Academic Dean, supported by academic staff, will provide independent expert(s) with all required information and respond to any queries that arise.
- 4.37 The Academic Board will request that the Education Committee oversee the comprehensive course review.
- 4.38 The scope of the comprehensive course review will include:
- the course design and content,
  - the expected learning outcomes;

- the methods of assessment of those outcomes;
- the extent of students' achievement of learning outcomes;
- emerging developments in the field of education;
- modes of delivery;
- the changing needs of students; and
- identified risks to course quality.
- external referencing and other benchmarking activities

4.39 The comprehensive course review will recommend:

- the continuation of the course without changes,
- continuation of the course with changes and/or
- discontinuation of the course.

4.40 The Academic Dean will submit a report, based on the Comprehensive Review template, to the Education Committee on the comprehensive course review for endorsement. The Education Committee will evaluate the comprehensive course review report, including the Independent expert review reports and the internal response to any such reports to ensure all required matters are satisfactorily addressed.

4.41 The Academic Dean will submit a report to the Academic Board on the comprehensive course review, including the endorsement by the Education Committee, recommendations and a proposed implementation plan.

4.42 The Academic Board will consider the recommendations, scrutinise the course review and approve any substantive course, learning or teaching changes. Where there are no substantive changes, the Executive Management team will approve the change.

## **Interim Course Reviews**

4.43 Interim course reviews will be conducted in accordance with the cyclical course review schedule, usually at the end of each year. The course review will be initiated by the Academic Dean and may involve the academic staff involved with the course.

4.44 The Interim course review will be based on the Interim Course Review template and will include

- assessment of student performance reporting data to improve admissions criteria, course design, teaching, supervision, learning and academic support,
- considering moderation feedback from staff.
- considering staff scholarship activities that could contribute to the design and delivery of the course
- considering emerging developments and identification of potential risks
- updating learning resources and materials, syllabus, class delivery, assessments and other pedagogical matters.

- 4.45 The Academic Dean will prepare a report outlining the interim review findings and provide the report to the Education Committee. The Education Committee will review the findings, recommendations and proposed action plan.
- 4.46 The Review Report, including recommendations for changes to the course and/or teaching and learning once reviewed and endorsed by the Education Committee will be submitted to the Academic Board.
- 4.47 The Academic Board will note the recommendations, scrutinise the course review and approve any substantive course, learning or teaching changes including if there is a recommendation for a comprehensive course review. Where there are no substantive changes, the Executive Management team will approve the changes.

## Unit review

- 4.48 During a period of accreditation individual units of existing courses will be reviewed at least once in every third offering in alignment with the moderation process as set out in the ***Assessment Moderation Policy and Procedure***. A Unit Review may also result from educational innovations, emerging concepts, knowledge or scholarship, revised textbooks, discipline-specific research and pedagogical research.
- 4.49 The Unit review will assess if:
- The methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and grades awarded reflect the level of student attainment.
  - On completion of the unit, the students have demonstrated the learning outcomes specified for the course of study at unit level.
  - If there are any matters or emerging developments in the field of education, including any educational innovations, emerging concepts, knowledge or scholarship, revised textbooks, discipline-specific research and pedagogical research, that should be considered.
- 4.50 The unit review will be carried out by the Academic Dean or their delegate. The delegate may be a member of the academic team or an independent expert. The Executive Management Team will approve the appointment of independent experts involved in unit reviews.
- 4.51 The Academic Dean will prepare a report on the review for the Education Committee to review.
- 4.52 The report, including recommendations for changes once reviewed and endorsed by the Education Committee will be submitted to the Academic Board for review.
- 4.53 The Academic Board will note the recommendations made by the Education Committee, scrutinise the unit review findings and approve any substantive changes. Where there are no substantive changes, the Executive Management team will approve the changes.

## 5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meets the requirements of the TEQSA Compliance Frameworks the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

## 7. ACKNOWLEDGEMENT

This procedure has been developed with reference to the following:

- Queensland University of Technology, Curriculum design, approval and accreditation, 2020 ([https://www.mopp.qut.edu.au/C/C\\_04\\_01.jsp](https://www.mopp.qut.edu.au/C/C_04_01.jsp))
- University of Queensland, Course Design Policy , 2023 ([Course Design - Policy - Policies and Procedures Library - The University of Queensland, Australia \(uq.edu.au\)](https://www.uq.edu.au/course-design-policy))
- University of Melbourne, Courses, Subjects, Awards and Programs Policy, 2023 (<https://policy.unimelb.edu.au/MPF1327/>)
- Deakin University, Higher Education courses Policy, 2023 ([Higher Education Courses policy / Document / Deakin Policy Library](https://www.deakin.edu.au/higher-education-courses-policy))
- Deakin University, Curriculum Design and Delivery Procedure, 2023 (<https://policy.deakin.edu.au/document/view-current.php?id=127>)
- TEQSA, Guidance note: Academic governance (v3.0), 2023 ([Guidance note: Academic governance | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](https://www.teqsa.gov.au/guidance-note-academic-governance))
- TEQSA, Guidance note: Academic monitoring, review and improvement ([Guidance note: Academic monitoring, review and improvement | Tertiary Education Quality and Standards Agency](https://www.teqsa.gov.au/guidance-note-academic-monitoring-review-and-improvement))
- TEQSA, Application Guide for Renewal of Course Accreditation, Version 3.1: Effective from 6 August 2024 (Application guide for renewal of registration | Tertiary Education Quality and Standards Agency )
- TEQSA Application guide for registered higher education providers: New course accreditation, renewal of course accreditation for existing providers, Version 3.11 2017 ([Application guide for registered higher education providers: New course accreditation, renewal of course accreditation for existing providers | Tertiary Education Quality and Standards Agency](https://www.teqsa.gov.au/application-guide-for-registered-higher-education-providers))
- TEQSA, Independent Experts engaged by providers, 2020 ([Independent Experts engaged by providers | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](https://www.teqsa.gov.au/independent-experts-engaged-by-providers))

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	June 2018	Initial Issue	EMT
3.0	Nov 2019	Internal Review	EMT
4.0	November 2020	Revised to reflect TEQSA requirements	EMT
5.0	August 2023	Internal Review	EMT
6.0	June 2024	Internal Review	EMT
6.1	August 2025	Internal Review	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth)		

Notes:

EMT = Executive Management Team

TEQSA = Tertiary Education Quality and Standards Agency