

## COURSE DEVELOPMENT PROCEDURE

### Section 1 - Purpose and Scope

- (1) This Procedure:
  - a. sets out the processes and responsibilities for new course developments and approvals by implementing the requirements of the Course Design, Development and Review Policy; and
  - b. applies to all courses and all staff.

### Section 2 - Definitions

- (2) As set out in the Course Design, Development and Review Policy.

### Section 3 - Procedure

- (3) The Dean and Heads of Department are responsible for course development projects and have a quality assurance oversight role.
- (4) For all new courses:
  - a. the key stages of development and approval are set out below; and
  - b. the indicative timelines are set out at Section 4; noting that where proposals are resubmitted (to incorporate amendments requested by the CEO, the Board of Directors or Academic Board), the relevant Head of Department must ensure the stated timeframe can be met.
- (5) At each stage of the approval pathway, the relevant approval authority may:
  - a. approve;
  - b. not approve;
  - c. seek further information about;
  - d. seek amendments to; or
  - e. otherwise defer consideration of; the submission.

### Step One – Preliminary Proposal Development

- (6) The Head of Department (or delegate), in consultation with the Dean is responsible for developing the Preliminary Proposal for the proposed new course.
- (7) The prescribed template (New Course Preliminary Proposal) must be used for preparing a brief Preliminary Proposal, incorporating the following information:
  - a. course type and rationale;
  - b. overview of scope, sequence and content;
  - c. comparable offerings in Australia;
  - d. key distinguishing features;
  - e. market demand;

- f. development timeline (see Section 4 for an indicative timeline); and
- g. input from the profession.

### **Step Two – Preliminary approvals**

- (8) The Head of Department:
  - a. presents the Preliminary Proposal to the CEO; and
  - b. where accepted by the CEO, then completes a Business Case analysis on the prescribed template (New Course Proposal – Business Case). This analysis will include an assessment of:
    - i. market demand by State;
    - ii. comparable offerings at other Australian providers, including structure and content;
    - iii. projected enrolment numbers;
    - iv. staffing requirements including continuing and new;
    - v. facilities and resources required, including library and electronic resources; and
    - vi. financial viability of the proposed course through financial projections.

### **Step three – Preliminary funding approval**

- (9) The CEO submits the Preliminary Proposal and the Business Case to the Board of Directors for initial approval and a preliminary commitment to funding (Funding Approval).

### **Step four – Academic Board Approval and Timeline for Course Development**

- (10) Upon obtaining the relevant approvals in steps one to three, the Head of Department (or delegate) will present the Preliminary Proposal and the Business Case to the Academic Board for Development Approval. This submission will include a timeline for course development.
- (11) On approval from Academic Board, the timeline for course development will become effective.

### **Step five – Project Management**

- (12) On approval from Academic Board, the CEO will assign the Head of Department (or delegate) to form a Working Group of relevant staff members to fully scope and develop the course.
- (13) The Working Group is responsible, in consultation with the Dean, for developing and implementing a project management plan and methodology that:
  - a. includes a project timetable with specified milestones and deliverables;
  - b. incorporates the requirements of relevant College policies and procedures;
  - c. provides for input as required – academic and key support and administrative services, students, alumni and external stakeholders;
  - d. addresses external accreditation and professional body registration requirements;

- e. ensures the College strategic and financial viability priorities are given due consideration;
- f. ensures that resource implications are addressed in parallel with academic developments;
- g. itemises the documents required for the approval process including policies and formal agreements; and
- h. outlines the arrangements for implementing the course or changes to an existing course, such as transition arrangements and subject equivalencies.

### **Step Six – Course Design and Input**

- (14) The Working Group, in developing the new course for approval and accreditation, is responsible for developing a fully scoped and developed proposal, with input from the Course Advisory Committee and the External Expert. The prescribed template (Course Design) includes the following information:
- a. Market demand;
  - b. Sector benchmarking;
  - c. Course structure;
  - d. Projected enrolments;
  - e. Projected staffing needs;
  - f. Proposed admission requirements / hurdles;
  - g. Proposed facilities and resourcing needs; and
  - h. Financial viability.

### **Course Advisory Committee**

- (15) A Course Advisory Committee will be formed for each course (or an existing committee tasked with responsibility), to provide input to the Working Group and monitor the course once accredited.
- (16) The role of the Course Advisory Committee is to:
- a. advise the Working Group on course development and review – including reviewing the proposed course structure and unit outlines;
  - b. ensure the course fulfils professional norms and registration requirements;
  - c. ensure that changes in social context and knowledge in the field are taken into the account; and
  - d. provide external advice concerning trends and developments.

### **External Expert and Compliance**

- (17) The College will:
- a. engage an External Expert, approved by Academic Board, to provide an independent review about the proposed course; and
  - b. submit the External Expert's report as part of the formal submission to TEQSA for accreditation.
- (18) The Working Group will:
- a. respond to the External Expert's report and make recommended changes;

- b. submit the course structure and unit outlines to the Course Advisory Committee for its endorsement; and
- c. submit the application to the Compliance team for a compliance review.

(19) The Compliance team is responsible for completing the final submission with relevant appendices as the submission will be presented to TEQSA.

### **Step Seven – Final Approval by Academic Board and Board of Directors**

(20) The Academic Board will rigorously review all aspects of the TEQSA submission, including the course structure and the detailed Unit outlines, for the purpose of:

- a. approving the course(s) for submission to TEQSA;
- b. requesting amendments; or
- c. rejecting the submission; and
- d. requesting Board of Directors' final endorsement before application is submitted.

(21) Where Academic Board or the Board of Directors request amendments within a specified timeframe, the Working Group must meet this timeframe in order to ensure the submission is lodged with TEQSA by the required date.

### **Step Eight – TEQSA Approval processes**

(22) The College will lodge the submission with TEQSA following final approval of the completed course and all relevant documentation by Academic Board and Board of Directors.

(23) Any final changes based on Academic Board and Board of Directors feedback will be made by the Compliance team for approval by the Chair of Academic Board and the CEO prior to lodgement with TEQSA.

(24) The College is responsible for lodging its application with TEQSA for initial course accreditation no less than nine months prior to the proposed first offering.

(25) Any feedback by TEQSA will be considered and incorporated into the course throughout the accreditation process or immediately following accreditation through the internal governance review processes.

(26) The CEO will inform relevant parties, including the Board of Directors and Academic Board, of TEQSA's determination in relation to the submission.

### **Step Nine – Other External Processes**

(27) The relevant Department will provide the Compliance and Marketing team with:

- a. information on entry requirements; and
- b. statements for the College Prospectus, Course Guides, Student Handbook and other publications as required.

- (28) The Compliance and Finance teams and the Registry are responsible for preparing relevant documents such as:
- Professional or registering bodies (in conjunction with the TEQSA approval process or after if required);
  - Centrelink approval;
  - Commonwealth HELP approval;
  - CRICOS approval (including registration on PRISMS; and
  - Tuition Assurance Arrangements through College Agreements.
- (29) The College may commence marketing and student recruitment activities once final approval has been received from TEQSA.

## Section 4 – Timelines for Course Development

Two years prior to the period of accreditation:

Date	Action Required
Month 1	Proposal to the CEO by the Head of Department to include: <ul style="list-style-type: none"> <li>Course(s) for introduction (Preliminary Proposal)</li> <li>Business Plan for the course(s) including cost and fee projections, market research and/or advice from sector experts to support the introduction of the course.</li> <li>Critical path for meeting the submission deadline including milestones (eg dates of CAC meetings)</li> </ul>
	If CEO approves the submission: <ul style="list-style-type: none"> <li>Submit Preliminary Proposal and Business Case to Board of Directors for initial approval.</li> <li>Submit Preliminary Proposal and Business Case to Academic Board for Development Approval.</li> </ul> <i>Timeline for course development commences.</i>
Months 2 – 12	Course development commences by the Working Group: <ul style="list-style-type: none"> <li>Internal departmental processes for the development of the new course. This includes Course Advisory Committee and departmental meetings, and development of course and units.</li> </ul>
Month 13	Course Advisory Committee review: <ul style="list-style-type: none"> <li>First completed draft of the submission prior to submission to Academic Board.</li> </ul>
Month 15	Final Course Advisory Committee meeting (if necessary): <ul style="list-style-type: none"> <li>Approve final draft for submission to Academic Board</li> <li>Head of Department, CEO and Compliance team to finalise the collation of the final draft of the submission to the Academic Board</li> <li>External Expert to provide an independent review and report on the course for submission to TEQSA.</li> </ul>
Month 16	Academic Board:

	<ul style="list-style-type: none"> <li>Final draft of the submission presented to Academic Board for revision and approval</li> </ul>
Months 19 – 21	Additional meeting / circulation of any revisions requested by the Academic Board from the 1 <sup>st</sup> meeting as required.
Month 22	Approval by Academic Board
Month 23 (at least 9 months prior to the period of delivery)	Submission to TEQSA
Month 2X	Approval granted from TEQSA for new course to allow for commencement of marketing and publication timelines.
Month 3X:	Year of introduction of new course

## Related documents

This Procedure should be read in conjunction with but not limited to:

- Course Design, Development and Review Policy
- Course Monitoring and Review Procedure

Legislation:

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency Act 2011
- The Australian Qualifications Framework (AQF)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

## Document Administration

<b>Policy Name</b>	Course Development Procedure (PRO-02)
<b>Policy Owner</b>	Dean
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	29 June 2023
<b>Effective Date</b>	As at Approval Date
<b>Next Review #</b>	Three years from the Approval Date
<b>Amendment history</b>	
<b>Version 1:</b>	Document revised and reformatted into new template and aligned with updated Policy.  Revision 15 May 2052: Minor edits only.

# Unless otherwise indicated, this Policy will still apply beyond the Review date