

POLICY DOCUMENT

COURSE AND SUBJECT VIABILITY POLICY

1 Purpose and Scope

This policy is necessary in order to ensure the economic viability of all accredited courses and subjects offered by the College.

Scope:

- All Courses and Subjects
- All Students (including International students)

2 Policy Statement

This policy provides the parameters required to assess the economic viability of all courses and subjects, and outlines the actions to be implemented within these parameters.

2.1 Course Viability – Undergraduate

Each of the College's departments will consider the viability of each of their courses on an annual basis using the following policy guidelines:

- The consideration of the viability of courses will be assessed over the period of the preceding three years;
- Annual assessments of the viability of courses will be made by the respective departmental heads (i.e. Head of Department) in consultation with the CEO and Dean, and the Student Services and Learning Support as part of their annual course review processes;
- Student enrolment type will also be taken into account in terms of part-time, full-time and online students;
- Course review data is utilised each year by the respective departmental heads in the preparation of an annual Academic Operations Report for the Academic Board. This report contains performance data on a set of key tracking measures for every course against an agreed set of benchmarked indicators in the Learning and Teaching Plan

and the College's Strategic Plan. This forms part of the Annual Report prepared for the Board of Directors and other stakeholders;

- Cancellation of a course will only occur at the end of an academic year.

In instances where all or most (75% or more) subjects within a course are shared across other courses and the combined intake would constitute viability, the CEO and Dean, may approve smaller cohorts than listed above.

In the event that a course is deemed not viable, depending upon where the course is in the accreditation cycle (i.e. toward the beginning or end of a cycle) the College will enact the provisions of the *Course Discontinuation Policy*.

2.2 Course Viability - Postgraduate

As above, each of the College's departments will consider the viability of each of their courses on an annual basis using the following policy guidelines:

- The consideration of the viability of courses will be assessed over the period of the preceding three years;
- Annual assessments of the viability of courses will be made by the respective departmental heads in consultation with the CEO and Dean as part of their annual course review processes;
- Student enrolment type will also be taken into account in terms of part-time, full-time and online students;
- Course review data is utilised each year by the respective departmental heads in the preparation of an annual Academic Operations Report for the Academic Board. This report contains performance data on a set of key tracking measures for every course against an agreed set of benchmarked indicators in the Learning and Teaching Plan and the College's Strategic Plan. This forms part of the Annual Report prepared for the Board of Directors and other stakeholders;
- Cancellation of a course will only occur at the end of an academic year.

Assessment of viability for postgraduate courses will be made based on the delivery mode of the course:

- Fully online delivery – minimum 5 new enrolments in a course (either full-time or part-time) will make the course viable to be delivered for that intake;
- Fully on campus delivery – minimum 10 new enrolments in a course (either full-time or part-time) will make the course viable to be delivered on campus for that intake;

- Blended delivery (some online, some on campus) – minimum 10 new enrolments in a course (either full-time or part-time) will make the course viable to be delivered in blended mode for that intake.

In instances where all or most (75% or more) subjects within a course are shared across other courses and the combined intake would constitute viability, the CEO and Dean, may approve smaller cohorts than listed above.

In the event that a course is deemed not viable, depending upon where the course is in the accreditation cycle (i.e. toward the beginning or end of a cycle) the College will enact the provisions of the *Course Discontinuation Policy*.

2.3 Viability for a Course Intake

The College has multiple intakes of a course throughout a given year. In some instances, it may be necessary to cancel an intake for a course for viability reasons prior to the next teaching period.

Depending on viability, the CEO and Dean reserves the right to decide not to deliver a course nationally or at a particular campus for a particular intake. This does not constitute cancellation of the course overall, but rather, cancellation of that intake.

The College will ensure that all students are provided with 2 weeks' notice regarding the cancellation of any course or intake of that course, including international students on a student visa; if the College cancels a course or an intake of that course, this is considered to be 'provider default' for international students. For further information regarding provider default refer to the Refund Policy

2.4 Subject Viability – Undergraduate

Each department is responsible for the planning of the subjects it offers, and the mode in which they are delivered in each semester (including online semesters). Planning will be based on the following considerations:

- The viability of subjects will be assessed over the period of the preceding three years;
- The viability of each subject will be considered by individual mode of study (on campus/online), as a whole unit and, where applicable, as a cross department subject, according to the number of student enrolments in the subject;
- A cross-department subject will be assessed according to the total number of students enrolled across all applicable departments.

Assessment of subject viability on campus will be made based on the number of students enrolled:

- New subject (never offered before) – 20 students per on-campus subject. (Note that the cancellation of such a subject can be overridden by CEO and Dean’s decision only, based on the needs of the College);
- Continuing subject – 10 students per on-campus subject (can be overridden by CEO and Dean’s decision only);
- Summer School and Teach-out subject – decision to be made on a case by case basis by CEO and Dean.
- If a subject does not have enough enrolments to be offered on-campus and is currently also offered in online mode, this mode may be considered as an alternative offering to current on-campus students, subject to viability of this mode. Synchronised classes may also be offered to cohorts attending a different campus as an alternative offering wherever possible to create a viable cohort.

Assessment of subject viability online will be made based on the number of students enrolled:

- New subject (never offered before) – 10 students per online subject. (Note that the cancellation of such a subject can be overridden by CEO and Dean’s decision only, based on the needs of the College);
- Continuing subject – 5 students per online subject (can be overridden by the CEO and Dean’s decision only);
- Teach-out subject – decision to be made on a case by case basis by CEO and Dean.

The College reserves the right to cancel an offering of any subject based on viability up to day 1 of a subject intake period (including online) and will notify students of such as soon as possible after the decision is made. Where possible, an alternative mode of study will be offered (e.g. online if on campus is not viable), or an alternative subject will be offered to ensure appropriate course progression is maintained.

2.5 Subject Viability - Postgraduate

Each department is responsible for the planning of the subjects it offers, and the mode in which they are delivered in each semester (including online semesters). Planning will be based on the following considerations:

- The viability of subjects will be assessed over the period of the preceding three years;
- The viability of each subject will be considered by individual mode of study (on campus/online), as a whole unit and, where applicable, as a cross department subject, according to the number of student enrolments in the subject;
- A cross-department subject will be assessed according to the total number of students enrolled across all applicable departments.

Assessment of subject viability on campus will be made based on the number of students enrolled:

- New subject (never offered before) – 10 students per on-campus subject. (Note that the cancellation of such a subject can be overridden by CEO and Dean's decision only, based on the needs of the College);
- Continuing subject – 5 students per on-campus subject (can be overridden by CEO and Dean's decision only);
- Summer School and Teach-out subject – decision to be made on a case by case basis by CEO and Dean;
- If a subject does not have enough enrolments to be offered on-campus and is currently also offered in online mode, this mode may be considered as an alternative offering to current on-campus students, subject to viability of this mode.

Assessment of subject viability online will be made based on the number of students enrolled:

- New subject (never offered before) – 5 students per online subject. (Note that the cancellation of such a subject can be overridden by CEO and Dean's decision only, based on the needs of the College);
- Continuing subject – 3 students per online subject (can be overridden by Dean and Operation Director's decision only);
- Teach-out subject – decision to be made on a case by case basis by CEO and Dean.

The College reserves the right to cancel an offering of any subject based on viability up to day 1 of a subject intake period (including online) and will notify students of such as soon as possible after the decision is made. Where possible, an alternative mode of study will be offered (e.g. online if on campus is not viable), or an alternative subject will be offered to ensure appropriate course progression is maintained. Where these options are not possible, the student may be eligible for a waiver of any cancellation fees.

3 Definitions

- **Course:** An accredited qualification with an approved sequence of subjects for academic study known as the course structure.
- **Provider Default:** The College is deemed to be in provider default if:
 - the course did not start on the agreed starting day;
 - the course ceased to be provided at any time after it commenced but before its completion;
 - the course was not provided in full because a condition has been imposed on the registration of the College on CRICOS, or the registration has been suspended or cancelled, and the student has not withdrawn before the occurrence of any one of the events stated above.
- **Student:** An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.
- **Subject:** means the smallest stand-alone component of a student's course for which a grade is assigned on a student's academic record / transcript. Subjects have an integer credit point value, in the range 2 -10.

4 Related Documents

- Refund Policy
 - Course Discontinuation Policy
 - Learning and Teaching Plan
 - ACPE Strategic Plan
- Legislation:**
- Higher Education Standards Framework 2015
 - Tertiary Education Quality and Standards Agency Act 2011
 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

5 Policy Administration

Policy Name & Code:			Course and Subject Viability Policy (POL-22)
Policy Owner:			CEO and Dean
Approval Authority:			Executive Director
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
18 Oct 16	19 Oct 16	7	New – harmonized.
13 Dec 18	14 Dec 18	8	<p>Policy review date: 24 October 2018.</p> <ul style="list-style-type: none"> • Document de-harmonised from other SGA brands. • Document content updated to reflect current ACPE practices, roles and departments. • Document content reviewed to ensure compliance with relevant HES. • Document format changed in line with the new document template for ACPE policies and procedures.
14 Mar 19	14 Mar 19	8.1	<ul style="list-style-type: none"> • References to Dean and Operations Director replaced with CEO and Dean. • References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.

* Unless otherwise indicated, this policy will still apply beyond the review date.