COURSE DEVELOPMENT PROCEDURE

1   Purpose and Scope

This procedure defines the process at ACPE by which new courses are proposed, approved, and developed. This procedure ensures these processes comply with legislation and the requirements for national registration of graduates and/or membership of graduates in professional bodies. It provides the College with the framework to ensure that the outcomes of the internal process align with external requirements whilst conforming to College quality assurance processes.

Scope:

- All courses
- Dean & Operations Director
- Heads of Department

2   Procedure

The basic steps for new course development are as follows:

2.1 Step One - Preliminary Proposal Development

The Head of Department or other sponsoring academic in consultation with the Dean and Operations Director prepares a brief Preliminary Proposal for the new course that includes:

- Course type and rationale
- Overview of structure and content
- Comparable offerings in Australia
- Key distinguishing features
- Market demand
- Development timeline
- Input from Profession

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2.2 Step Two - Preliminary Approval

The Head of Department (HOD) presents a preliminary proposal to the Dean & Operations Director, who may either:

a. Accept it
b. Request amendments
c. Reject it

2.3 Step Three - Preliminary Funding Approval

Dean and Operations Director presents the Preliminary Proposal to the relevant Board of Directors for funding approval. The board may:

a. Accept it
b. Request amendments
c. Reject it

Following the Dean and Operations Director's and relevant Board's approval of the proposed course offering, the sponsoring academic will present the proposal to the relevant Academic Board for development approval.

2.4 Step Four – Academic Board Approval

Upon approval from the relevant Academic Board, the timeline for course development will become effective (see below).

Should a proposal be unsuccessful, the relevant Department may resubmit the proposal with any such alterations that may satisfy the requirements of the Dean & Operations Director, Board of Directors or Academic Board to the subsequent meeting of the relevant governing body. The Department must ensure the timeline can still be met and, if necessary, demonstrate how this can be achieved.

2.5 Step Five - New Course Proposal Development

Once preliminary funding approval and course development approval have been gained, the Dean & Operations Director assigns a Head of Department or other relevant academic staff member (Sponsoring Academic) to fully develop a New Course Proposal for the course. The proposal will include an assessment of:

- Market demand by state
- Comparable offerings at other Australian providers, including structure and content
- Projected enrolment numbers
- Staffing requirements, including continuing and new

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- Facilities and resources required, including Library and electronic
- Financial viability of the proposed course(s) through financial projections

2.6 Step Six – Project Management

The Head of Department / Sponsoring Academic is responsible, in consultation with the Dean and Operations Director, for ensuring that a project structure and methodology is put in place which:

- Provides for appropriate academic input from all relevant academic departments at the College
- Provides for input from students and graduates, where relevant
- Provides for input from external stakeholders (including identification of specific areas of expertise that may need input from a Subject Advisory Committee)
- Addresses external accreditation requirements, including those of relevant professional bodies
- Provides for key support service and administrative areas to contribute to the project
- Ensures that the strategic priorities of the College are given due consideration
- Ensures that resource implications are addressed in parallel with academic developments
- Includes a project timetable that indicates specified milestones and deliverables
- Includes an itemised list of documents required for the approval process such as policies and/or formal agreements
- Outlines the arrangements for implementing the course, or changes to the course such as transition arrangements and subject equivalencies (where replacing an existing course).

The main committee for providing advice to the Department regarding course development and review is the Course Development Task Force. The Task Force will be appointed by the Dean and Operations Director and headed by the Head of Department, and consists of relevant internal members who have a stake in the proposed course and will do the bulk of the work to develop the course. They consult with the Course Advisory Committee (CAC) as noted below.

A Course Advisory Committee (CAC) will be formed for each course. This is a standing committee which will meet regularly for the life of the course to provide input on course development and monitor the course once accredited. Where a relevant Course Advisory Committee already exists for another course, this Committee may be tasked with advising on the development of the new course in addition to its current responsibilities. The role of the

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CAC is to:

- Advise on course development and review
- Ensure that courses fulfil (and continue to fulfil) professional norms and registration requirements
- Ensure that changes in social contexts and knowledge in the field are taken into account
- Provide external advice concerning trends and developments and professional and fields of study.

2.7 Step Seven - Internal Approval Processes

2.7.1 Preliminary Approval

When a new course or suite of courses has been developed, the relevant Department will recommend this course or suite of courses to the CAC for endorsement. The CAC will review the proposed course structure and subject outlines.

Once endorsed by the CAC, the course or suite of courses will be submitted to the Compliance team for final review to ensure the course/s comply with academic standards and policies, and for preliminary approval.

2.7.2 Final Approval

The submission will be completed by the Compliance team in the required template and will include all appendices as appropriate to be presented to the AB.

The AB will undertake a rigorous review process that examines all aspects of the course or suite of courses, including detailed subject outlines, and will either:

a. Approve the course or suite of courses for submission to TEQSA for the external accreditation process
b. Request amendments to the submission for subsequent approval for submission to TEQSA for the external accreditation process
c. Reject the course or suite of courses

The Department must meet any requests for amendments within the timeframe set by the Academic Board. This is to ensure that the submission is lodged with TEQSA by the required date.

Any courses or suites of courses that are not approved may be resubmitted at a later date. If there is a deadline for the lodgement of a submission with TEQSA, the Academic Board may inform the Department when the course or suite of courses will be available for offering.

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Upon approval from the AB, the final documentation for the course or suite of courses will be prepared for lodgement at TEQSA for the external approval process.

2.8 Step Eight - TEQSA Approval Processes

Courses for initial accreditation must be lodged with TEQSA no less than 9 months prior to the proposed first offering.

Information regarding how to apply and lodge an application for accreditation of a new course is available on the TEQSA website and Provider Portal.

Upon the approval of a course or suite of courses by TEQSA, the Dean & Operations Director will inform the Academic Board.

2.9 Step Nine - Other External Approval Processes

Upon approval of a course or suite of courses by TEQSA, the Department, after review by the Dean and Operations Director, will provide the Compliance team and Marketing with the following:

- Information on entry requirements;
- Statements for the College Prospectus, Course Guides, Student Handbooks and other publications as required.

The Compliance team will prepare documents for:

- Professional Bodies (where required)
- Centrelink approval
- Commonwealth HELP approval
- CRICOS approval (including registration on PRISMS)
- Tuition Assurance Arrangements through the College agreements with various bodies such as the Australian Council for Private Education and Training (ACPET) and the Council of Private Higher Education (COPHE)
- Any professional bodies or registering bodies as appropriate

2.10 Step Ten - Marketing of Courses

Courses for initial accreditation may not be marketed prior to final approval from TEQSA. The relevant Department will liaise with the Head of Sales & Marketing, HE to achieve the required enrolment targets, and implement the marketing strategies outlined in the Business Plan.

2.11 Timelines for Course Development

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2 years prior to the period of accreditation:

Date	Action Required
Month 1:	Proposal to the Dean and Operations Director by the Head of Department to include: • Course(s) for introduction • Business Plan for the course(s), including cost and fee projections, and market research and/or advice from sector experts to support the introduction of the course(s) • Critical path for meeting the submission deadline including Milestones (including dates such as CAC meetings) • If Dean and Operations Director approves the proposal forward to the AB for approval
Months 2-12:	Course Development Commences: • Internal department processes for the development of the new course as per the approved critical path. This includes CAC meetings, department meetings and the development of the course and subjects, including first year curriculum and assessments.
Month 13:	CAC Review: • First completed draft of the submission prior to submission to the AB
Month 15:	Final CAC meeting (if necessary): • Approve the final draft for submission to the AB • Head of Department, Dean and Operations Director and Compliance team to finalise the collation of the final draft of the submission for the AB.
Month 16:	Academic Board: Final draft of the submission presented to the AB for revision and approval.
Month 19-21:	Additional meeting/circulation of any revisions requested by the AB from the 1st 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 the new course(s) to allow for marketing of course, and publication timelines of QTAC.
Month 3X: February	Year of introduction of new course.

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3   Definitions

- **AQF –** is the Australian Qualifications Framework, which sets out the levels of education offered in Australia and outlines the expected skills, knowledge, application and volume of learning for each level of course.
- **Course -** A course is an entire program of study that spans several years and is made up of multiple subjects.
- **Postgraduate course** - any course offered at level 8 or above on the AQF. The following courses are considered to be postgraduate by the College:
  - ➢ Bachelor Honours Degree (Level 8)
  - ➢ Graduate Certificate (Level 8)
  - ➢ Graduate Diploma (Level 8)
  - ➢ Master's Degree (Level 9)
  - ➢ Doctoral Degree (Level 10)
- **Subject -** A subject refers to a 15 – 16 week unit of study centred around a specific theme or topic.
- **Student** – is 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.
- **Undergraduate course** at the College means any higher education course offered at levels 5 to 7 on the AQF. The following higher education courses are considered to be undergraduate by the College:
  - ➢ Diploma (Level 5)
  - ➢ Associate Degree (Level 6)
  - ➢ Advanced Diploma (Level 6)
  - ➢ Bachelor Degree (Level 7)

4   Related Documents

- Course Development and Review Policy
- Course Review Procedure

  Legislation:
- Higher Education Standards Framework 2015

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- 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 Development Procedure (PRO-02)
Document Owner:			Dean & Operations Director
Approval Authority:			Academic Board (ACPE)
Date for Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
01 Jun 17	02 Jun 17	1	Document fully revised. Harmonised with revised content. Approved by Academic Board.

26 Jun 18	17 Jun 18	2	• Revision includes rebranding to apply to only ACPE, from former SGA UG Policy of 2016.
			• Document format changed in line with the new document template for ACPE policies, procedures and ToRs.
			• References to other SGA colleges have been removed.
			• References to Director of Education have been replaced with Dean & Operations Director.
			• References to Executive Director replaced with Dean and Operations Director.
			• Changes made to policy format include:
			  - Old logo with references to Study Group removed.
			  - Document code, version and dates moved to 'Policy Administration' section.
			  - Paragraphs numbered.
			  - Previous 'Further Information Section' with references to related policies moved to new 'Related Documents' section. This section includes a list of related policies, procedures, and other documents.
			  - Policy Administration table reformatted.
			  - Numbering system updated.
			  - Footer updated to include document title, document code, and document version only.

04 Oct 18	05 Oct 18	3	• Document content revised to reflect current ACPE practices and to ensure it complies with relevant HES and TEQSA requirements. • Titles and responsibilities updated. • Section 2.8 TEQSA Approval Process updated.

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

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