

# Non-award Course Approval and Management Procedures

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## 1. Governing Policy

[Non-award Courses Policy](#)

## 2. Purpose

These procedures specify the process and authorities for:

- a. developing proposals and obtaining approval for new, changed and discontinued non-award courses under the [Non-award Courses Policy](#)
- b. the management and quality of non-award courses.

## 3. Development

- a. All proposals for new, changed or discontinued non-award courses must be developed in accordance with the [Non-award Courses Policy](#).
- b. Non-award courses established prior to the Effective Date of these procedures (see below) must be reviewed in accordance with the [Non-award Courses Policy](#) prior to their next offering.

## 4. Approval process

- a. The number of steps in the approval process depends on the nature of the non-award course and the level at which approval is required, as specified in s.4 of the [Non-award Courses Policy](#) and/or the [Third-Party Academic Partnerships Policy](#).
- b. If an approval authority has any doubts that the level of approval sought is consistent with s.4 of the [Non-award Courses Policy](#), seek advice from the Pro Vice-Chancellor (Academic Quality and Enhancement), who may at any time determine the level of approval that is required.
- c. All proposals must be endorsed by the College Dean (Education) before commencing the approval process at s.4.
- d. All proposals involving international partnerships and cohorts must also be discussed with the College Manager, International Recruitment and Engagement before commencing the approval process at s.4 – see [International engagement](#).

#### 4.1. Level 3 approvals

Level 3 approval is required for new non-award courses that involve:

- i. partnerships
- ii. international partnerships
- iii. international participants
- iv. new field of study
- v. entry pathways into an award bearing course
- vi. credit towards an award bearing course

and approval of changes to learning outcomes and assessments for courses that involve:

- vii. entry pathways into an award bearing course
- viii. credit towards an award bearing course at the recognised AQF level.

##### Process – New Course:

<b>Academic staff proposer</b>	a. Prepare a proposal, including market intelligence and revenue analysis
<b>College Deans (Education) and, where appropriate, Rural &amp; Remote Health</b>	b. Review proposal for academic quality, public value and tied funding obligations
<b>Dean (People &amp; Resources)</b>	c. Review proposal for resource and workload implications and return on investment (noting some offerings might have high non-financial value or be seen as lead generators), providing advice to the Dean (Education).
<b>College Dean (Education)</b>	d. Review proposal, obtaining advice from the College Education Committee where appropriate, resource and workload advice from the Dean (People & Resources). e. Agree portfolio support and funding where required. f. Inform the Vice-President and Executive Dean.
<b>Relevant officer of the Educational Quality team &amp; Academic staff member</b>	g. Work collectively to develop a proposal for approval from the Pro Vice-Chancellor (Academic Quality and Enhancement) via the Courses and Admissions Committee.
<b>Courses and Admissions Committee</b>	h. Review proposal and College Dean (Education) advice and advise Pro Vice-Chancellor (Academic Quality and Enhancement).
<b>Pro Vice-Chancellor (Academic Quality and Enhancement)</b>	i. Review proposal and Courses and Admissions Committee advice and make decision in conjunction with Vice-President and Pro Vice-Chancellor (International), where relevant, to approve or reject proposal, or refer it back for further work.

##### Process – Changes to Course:

<b>Relevant officer of the Educational Quality team &amp; Academic staff member</b>	a. Work collectively to develop a proposal for course change for the approval of the Pro Vice-Chancellor (Academic Quality and Enhancement) via the Courses and Admissions Committee.
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<b>Courses and Admissions Committee</b>	b. Review proposal and College Dean (Education) advice and advise Pro Vice-Chancellor (Academic Quality and Enhancement).
<b>Pro Vice-Chancellor (Academic Quality and Enhancement)</b>	c. Review proposal and Courses and Admissions Committee advice and make decision in conjunction with Vice-President and Pro Vice-Chancellor (International), where relevant, to approve or reject proposal, or refer it back for further work.

## 4.2. Level 2 approvals

Except in cases where the course is an entry pathway or credit towards an award bearing course, Level 2 approval is required for:

- i. new cross-College non-award course\*\*
- ii. new non-award course
- iii. suspension/discontinuation of course
- iv. change to name of course, selection and entry requirements, learning outcomes or mode of delivery.

\*\* Requires approval of Vice-President and Executive Deans from all involved Colleges.

### Process:

<b>Academic staff proposer</b>	a. Prepare a proposal, including market intelligence and revenue analysis.
<b>College Deans Education and, where appropriate, Rural &amp; Remote Health</b>	b. Review proposal for academic quality, public value and tied funding obligations.
<b>Dean (People &amp; Resources)</b>	c. Review proposal for resource and workload implications and return on investment (noting some offerings might have high non-financial value or be seen as lead generators), providing advice to the Dean (Education).
<b>College Dean (Education)</b>	d. Review proposal, obtaining advice from the College Education Committee where appropriate, and resource and workload advice from the Dean (People and Resources). e. Agree portfolio support. f. Make recommendation to Vice-President and Executive Dean.
<b>Vice-President &amp; Executive Dean, Portfolio Head or sub-delegate</b>	g. Review proposal, obtaining advice from the College Education Committee and/or Vice-President and Pro Vice-Chancellor (International), where relevant, and make decision to approve or reject the proposal, or refer it back for further work.

## 4.3. Level 1 approvals

Level 1 approval is required for editorial changes to a non-award course where these are:

- i. consequential to other approved changes, or
- ii. do not alter the content or the intention of matters that require Level 2 or 3 approval.

**Process:**

<b>Academic staff proposer</b>	<ul style="list-style-type: none"> <li>a. Discuss requirements and prepare proposal for change on the prescribed Proposal form with the relevant officer of the Educational Quality team.</li> <li>b. Consult with colleagues, as appropriate, during proposal development.</li> </ul>
<b>Pro Vice-Chancellor (Academic Quality and Enhancement) or sub-delegate</b>	<ul style="list-style-type: none"> <li>c. Review proposal and either approve or reject it or refer it back for further work.</li> </ul>

# All sub-delegations must be made in accordance with the [Delegations Policy](#)

## 5. Approval reporting

- a. All Level 1 approvals must be reported to the relevant College Education Committee, at least quarterly.
- b. All Level 2 approvals must be reported to the Courses and Admissions Committee at least quarterly.
- c. All Level 3 approvals must be reported to the next Academic Senate meeting.

## 6. Management

- a. Portfolios are responsible for establishment and maintenance in regard to:
  - i. providing a system for registering participants (including fee management) and recording participants achievements
  - ii. providing an up-to-date [Short course](#) webpage
  - iii. maintaining the short course catalogue and [web form](#)
  - iv. providing a framework for publicising non-award courses
  - v. providing provision for digital badging, where appropriate.
- b. Portfolios are responsible for providing:
  - i. Library access, resourcing and participant support (including supporting open access content if required) when available
  - ii. management and record keeping for credit and entry pathway to award courses
  - iii. specialised eLearning Advisors for content development, upload, and user quality experience
  - iv. technical support for users.
- c. The College academic staff lead is responsible for the course management, quality assurance, monitoring and reporting of the non-award course, including:
  - i. submitting information required for the:
    - registration process
    - [Short course](#) webpage
    - Short course catalogue
  - ii. ensuring published course information is accurate and up-to-date and includes details on services accessible by participants and any documentation to be presented upon successful completion in accordance with s.3.1.e of the [Non-award Courses Policy](#)

- iii. responding to enquiries from potential participants
- iv. ensuring that any documentation presented complies with the University [brand guidelines](#) and account codes
- v. ensuring the delivery of the course
- vi. quality assurance measures, including monitoring teaching quality, student satisfaction and student performance
- vii. reporting quality assurance measures annually to Courses and Admissions Committee.
- d. Marketing and recruitment (including enquiry management and lead nurturing) will be managed by agreement between relevant College(s) and Portfolio(s).
- e. Admissions and record-keeping will be managed by agreement between relevant College(s) and Portfolio(s).

## 7. Authorities

**Pro Vice-Chancellor (Academic Quality and Enhancement) or sub-delegate appointed in accordance with the [Delegations Policy](#)**

Determine approval level for non-award course proposals in case of doubt.

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students)
<b>Responsible Officer</b>	Pro Vice-Chancellor (Academic Quality and Enhancement)
<b>Approval Date</b>	13 December 2022
<b>Effective Date</b>	1 January 2023
<b>Review Date*</b>	January 2026
<b>Last amended</b>	Pro Vice-Chancellor (Academic Quality and Enhancement), 16 January 2025
<b>CM file number</b>	CF22/209

\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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