

Accreditation Procedure

1. Preamble

These procedures outline the processes that must be followed to approve and accredit new higher education courses, re-accredit existing courses, approve major course changes, and discontinue courses at the Institute.

2. Procedures

2.1 Timelines for accreditation of courses

- 2.1.1 New courses and new units must be accredited by 1 August to be offered in Semester 1 of the following year and by 1 November to be offered in Semester 2 of the following year.
- 2.1.1 Major changes to existing courses must be approved by 1 August to be implemented in Semester 1 of the following year and by 1 November to be implemented in Semester 2 of the following year.
- 2.1.2 In exceptional circumstances, approval to expedite the accreditation or approval of a course can be given by the Dean.

2.2 Accreditation of a New Course

- 2.2.1 Prior to the development of a new course for accreditation, the Dean along with the Institute Executive Group will prepare and submit a new course proposal – business case (minus financials) to the Academic Board for review and approval. The proposal must include:
 - 2.2.1.1 Consideration of the impact on any teaching area or the course at the Institute that might be affected by the proposal
 - 2.2.1.2 Evidence that consultation has taken place with relevant stakeholders
 - 2.2.1.3 Benchmarking with similar courses provided by other institutions
 - 2.2.1.4 Market viability, resource requirements, proposed unit descriptions, articulation, recognitions of prior learning (RPL) and credit transfer map, admission criteria.
- 2.2.2 Once approved by Academic Board, the Dean along with the Director of Finance will submit the new course proposal - business case (including financials) to the Council for review and approval.
- 2.2.3 Upon Council approval, after initial consultation with key staff, the relevant Deputy Dean will appoint an acting Course Coordinator to take the lead in developing the course and ensuring that internal consultation is undertaken, and feedback provided. A course team consisting of teaching staff with expertise and interest in the area of study will be formed.
- 2.2.4 The relevant Deputy Dean and Course Coordinator will ensure the course is academically sound and in accord with the Higher Education Standards Framework, Australian Qualifications Framework, and relevant professional standards.
- 2.2.5 The relevant Deputy Dean in consultation with the Course Coordinator will appoint a Course Advisory Committee (CAC) in accordance with the Institute CAC Terms of Reference (CACToR).
- 2.2.6 The Course Coordinator will present a draft of the new course to the CAC for review and feedback.
- 2.2.7 The Course Coordinator in consultation with the relevant Deputy Dean will complete and submit to the Course Standards Committee (CSC) an application for accreditation of a new course

providing all the relevant materials including, but not limited to, course handbook, placement information (where applicable), unit outlines, teaching staff and credentials, assessment guides and rubrics, and constructive alignment. The application must include:

- 2.2.7.1 evidence of how the course meets relevant external and professional standards
- 2.2.7.2 Course Learning Outcomes (CLO) that are defined and consistent with the appropriate Australian Qualifications Framework (AQF) Level and the Higher Education Standards Framework
- 2.2.7.3 Course content that reflects the body of knowledge and skills, and their application that lead to developing desired attributes in graduates of the Cairnmillar Institute.
- 2.2.8 The CSC will review the application and relevant documentation for compliance with Academic Institute Policies and external standards and provide a recommendation to Academic Board on the accreditation of the new course. The final course application must be submitted to Academic Board by the CSC and the Dean with a recommendation for accreditation.
- 2.2.9 Academic Board will review the submitted documentation and determine whether the new course will be accredited for an accreditation period of seven (7) years.
- 2.2.10 Accreditation of the course by Academic Board will be sent to Council for noting.
- 2.2.11 During the accreditation period, the course will be subject to an annual course review (in accordance with [CDD005 Annual Course Review Policy](#)) and at least one (1) major course review (in accordance with [CDD006 Major Course Review Policy](#)).

2.3 Re-Accreditation of Existing Courses

- 2.3.1 Accredited courses will be subject to re-accreditation after a period of seven (7) years from the accreditation date.
- 2.3.2 The Dean will maintain an up-to-date register of the seven (7) year accreditation cycle for each course.
- 2.3.3 The Course Coordinator, in consultation with the relevant Deputy Dean, and in collaboration with the course team and assessment panel (consisting of at least, Course Coordinator, relevant Unit Coordinator and Associate Dean T&L), will prepare an application for re-accreditation of the course including relevant documentation to evidence how the course continues to meet relevant external and professional standards and submit to the CSC for approval.
- 2.3.4 The CSC will review the application and relevant documentation for compliance with Academic Institute Policies and external standards and provide a recommendation to the Academic Board on the re-accreditation of the course.
- 2.3.5 Academic Board will review the submitted documentation and determine whether the course will be re-accredited for a further seven (7) years).
- 2.3.6 During the re-accredited period, the course will be subject to an annual course review (in accordance with [CDD005 Annual Course Review Policy](#)) and at least one (1) major course review (in accordance with [CDD006 Major Course Review Policy](#)).

2.4 Discontinuation of Existing Course

- 2.4.1 The proposal to discontinue a course may arise from Institute reviews such as the annual or major course reviews.
- 2.4.2 The process for discontinuing a course is outlined in section 3.1 Teach-out and Transition Process, in [CDD004 Teach Out and Transition Plan Policy](#)

2.5 Approval of Major Course Changes

- 2.5.1 The process for approval of a major course change will be in accord with the Institute policy and procedures for course and unit change. Specifically section 2.2 of [CDD008 Course and Unit Change Policy](#) and section 2.3 of [CDD008 Course and Unit Change Procedure](#).

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