



Cairnmillar
INSTITUTE

Treatment | Education | Research

Course and Unit Change Policy

Policy Name	Course and Unit Change Policy
Policy number	CDD008
Date approved	10 August 2022
Approving body	Academic Board
Responsible officer	Head of School
Implementation officer	Course Coordinators
Next review date	Five years after date of approval
Linked policies	CDD002 Course Development Policy CDD005-Annual-Course-Review-Policy CDD006-Major-Course-Review-Policy SSP001 Student Selection Admission and Enrolment Policy Course Advisory Committee ToR
Linked forms and documents	Unit Change Form

1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to deliver robust high-quality education and valuable professional qualifications to students and ensure compliance with relevant quality assurance, regulatory, and legislative requirements.

This policy details the rules for the review, approval, and implementation of major and minor changes to TEQSA registered higher education courses of study (courses) and the units within those courses delivered by the Institute.

2. Policy

2.1. Commitment to quality and improvement

The Institute must regularly review course and unit content, including consistent benchmarking of course and unit content and learning outcomes.

The Institute recognizes that in order to maintain the relevance and currency of its qualifications both minor and major changes may be required to course and unit content and delivery from time to time.

2.2. Major Course Change

2.2.1. Major course changes cover significant changes to course curriculum and structure including:

- a) Removal or addition of core units or 'selective' units (where students choose electives from a set pool of units)
- b) Changes to course rules (for selection and/or completion)
- c) Change of study mode
- d) Change of course name
- e) Change of course duration
- f) Change to primary delivery mode of the course
- g) Changes to graduate attributes and course learning outcomes
- h) Substantial changes to unit learning outcomes that may impact the constructive alignment of the course

2.3. Minor Course Changes

2.3.1. Minor course changes cover smaller changes that occur typically at a single-unit level which still impact the overall course offering.

- a) Change of mode of delivery for a single unit (e.g., off-campus versus on-campus) where the majority of the course remains the same
- b) Change to unit class types/contact hours
- c) Change to unit pre-requisites
- d) Change to the name of a unit
- e) Non-substantive changes to the wording of unit learning outcomes which will not impact the overall constructive alignment of the course
- f) Substantive changes to unit content or focus

2.4. Unit or Subject Changes

2.4.1. Minor unit changes are those which impact the unit but not the overall coherency of the course of study. These changes are normally the result of regular review and unit guide updates.

- a) Change to unit description (including prescribed textbooks and readings)
- b) Change to unit assessment
- c) Minor changes to the content of lectures or modules as part of regular review and refreshment of unit between offerings

3. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note on Changes in a Course of Study that may lead to Accreditation as a New Course](#)
- [TEQSA Guidance Note on External Referencing \(including Benchmarking\)](#)
- [TEQSA Guidance Note on Course Design \(including Learning Outcomes and Assessment\)](#)