



Cairnmillar
INSTITUTE

Treatment | Education | Research

Course Development Policy

Policy Name	Course Development Policy
Policy number	CDD002
Date approved	23 September 2020
Approving body	Academic Board
Responsible officer	The Head of School
Implementation officer	The Academic Registrar
Next review date	September 2023
Linked policies	
Linked forms and documents	Course proposal Course business case

1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to appropriate consultation and a clear system of governance for approving new courses and course components to ensure that they are aligned with the strategic aims of the Institute and best practice in education. This includes both higher education courses and short courses.

This policy sets out the approval process for the Institute teaching staff who wish to propose the implementation of a new course or major area of study.

2. Policy

2.1. Commitment to quality

The Institute is committed to providing excellent course and unit content across all courses offered and recognises the importance of consultation and benchmarking in remaining relevant and current in its qualifications.

2.2. Course Development

2.2.1. The Development of any new course will include:

- a) consideration of the impact on any teaching area or other course at the Institute that might be affected by the proposal
- b) benchmarking with similar courses provided by other institutions
- c) consultation with Head of School and relevant Institute teaching staff
- d) submission of a proposal endorsed by the Head of School to the Cairnmillar Academic Board (the Board) for approval (to then be submitted to Council).
- e) submission of the business case which comprises the proposal and budget to then be submitted to the Council for approval to proceed.
- f) establishment of a Course Advisory Committee
- g) submission of the course for approval by the Board and relevant accrediting bodies

3. Procedures

3.1. Course development process

3.1.1. The Institute staff proposing a new course must submit a business case for endorsement by the Head of School and the Head of Administration. The proposal must:

- a) Show consultation has taken place with relevant stakeholders
- b) Include market viability, resource requirements, proposed unit descriptions, articulation, recognitions of prior learning (RPL) and credit transfer map, admission criteria.
- c) Be presented to the Board for recommendation.

If recommended the business case (which consists of the proposal and budget) will then be submitted to Council to approve the development of the course.

3.1.2. An intention to submit will be forwarded to the appropriate accrediting bodies.

3.1.3. After initial consultation with key staff, the Head of School 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.

- 3.1.4. A Course Advisory Committee (CAC) including the course coordinator, members of the course team, relevant industry stakeholders, and an external member from another higher education institution will be appointed
- 3.1.5. The CAC will convene twice in each calendar year for ongoing review.
- 3.1.6. The course Graduate Learning Outcomes (GLO) must be defined and consistent with the appropriate Australian Qualifications Framework (AQF) Level and the relevant accrediting bodies.
- 3.1.7. The course content must reflect the body of knowledge, skills and their application to lead to developing the attributes in the graduates.
- 3.1.8. The course handbook will use the Institute template and should include all relevant information regarding the requirements of the course for successful completion.
- 3.1.9. Unit guides will use the Institute template and provide information specific to each unit of study including assessment requirements, due dates and percentage of overall final grade.

3.2. Board approval and submission to accrediting bodies

- 3.2.1. The final course proposal must be submitted to the Board by the CAC and the Head of School for approval.
- 3.2.2. Recommendation by the Board will be sent to Council for confirmation.
- 3.2.3. The final course application will be submitted to the relevant accrediting bodies for review.

4. Resources and References

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

- [TEQSA Guidance Note on External Referencing \(including Benchmarking\)](#)
- [TEQSA Guidance Note on Course Design \(including Learning Outcomes and Assessment\)](#)