



Quality Assurance Policy: Course Development and Approval

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Government Legislation	Australian Qualifications Framework
Responsible Officer	CEO and relevant Head of Faculty

1. Preamble

IKON is committed to developing high quality academic courses that fit within its strategic directions and capacities.

2. Purpose

This policy governs the development and approval for continuous improvement of courses and subjects to ensure that they are academically sound and that they comply with requirements for qualifications prescribed by the Australian Qualifications Framework, other accrediting bodies and industry standards. It also provides information on process and guidelines for development and approval of new academic courses.

3. Scope

The policy applies to all AQF accredited courses, both vocational and higher education, offered by the IKON Institute of Australia in all teaching and learning locations and modes of delivery and applies to any courses and subjects delivered in partnership with other organisations.

4. Principles

Course and Subject Development

4.1 Course concepts will be discussed with the Head of Faculty and the CEO. If supported a more detailed proposal will be prepared that includes:

- Rationale
- Evidence of preliminary consultations with IKON staff and industry
- Program structure, content and outcomes
- Resourcing implications – infrastructure and staff

- Business case
 - Timelines for development, accreditation and implementation.
- 4.2 All accredited courses of the IKON Institute of Australia will comply with the Australian Qualifications Framework.
- 4.3 Courses will be developed having regard to the IKON Institute of Australia's strategic priorities, the resources required to teach the course and the Institute's capacity to offer a high quality and sustainable academic program given the specialist areas of knowledge and professional development of staff.
- 4.4 Courses will be developed by staff with relevant expertise drawing when required on suitably qualified people external to the IKON Institute of Australia.
- 4.5 Courses and subjects will be designed, developed and delivered within a framework which comprises a specified curriculum, specified assessment arrangements, and clearly identified educational aims and learning outcomes. These elements provide an educational framework which:
- forms the basis for teaching and assessment activities;
 - relates to the Mission and Goals of the IKON Institute of Australia;
 - is orientated towards the development of students as independent, lifelong learners;
 - maps the territory for students in useful ways, yet allows them room for their own intellectual enquiry;
 - demonstrably constitutes a clear progression towards expertise in the discipline or field; and
 - makes explicit the generic and discipline-specific capabilities students will gain.
- 4.6 Educational aims will express the broad educational intentions of the course or subject and the progressive acquisition of knowledge and skills.
- 4.7 Learning outcomes will specify the expected achievements that will be demonstrated by students in the areas of knowledge, understanding, skills and attributes as a result of their successful completion of a course or subject.
- 4.8 Indicative student workload expectations for subjects will be provided.

Course Approval

- 4.9 The Board of Directors delegated to the Board of Governors authority to approve new education programs offered by the IKON Institute of Australia.
- 4.10 The Academic Board will consider course proposals for recommendation to the Board of Governors taking into consideration the following criteria:
- the course complies with all requirements of the Australian Qualifications Framework and accrediting bodies;
 - the course is of a suitable quality and meets appropriate academic standards, having regard to the level of the course and the educational aims and learning outcomes specified for the course;
 - evidence has been provided that there is sufficient demand and that the course can be offered within an appropriate teaching and learning environment, and within available resources;
 - appropriate educational aims and learning outcomes have been established for the course.

5. Procedures:

There are 3 major steps as follows:

1. The planning approval process

- a) The relevant Head of Faculty will prepare a business case in respect of any course development proposal, including a justification that IKON has the infrastructure such as faculty and staff, facilities and finances to support the proposal.
- b) The template attached as Appendix A must be used for the business case.
- c) The Head of Faculty will present the business case to the Chief Executive for approval.
- d) If the Chief Executive agrees with the justification, the matter is referred to the Academic Committee (a committee of the Academic Board).
- e) The Academic Committee will then initiate consultation with other relevant parties such as relevant professionals and industry prior to its decision on whether or not to give planning approval.

2. Course design

- a) Following planning approval, the Head of Faculty will, in consultation with the Academic Committee, establish a Course Advisory Panel to develop the course curriculum including the structure, teaching and learning, assessment and delivery arrangements.
- b) The size of the Course Advisory Panel will vary according to the nature of the course and will comprise:
 - Academic staff
 - External academics
 - Industry or professional representatives.

Where a course requires accreditation by a professional body, the Course Advisory Panel should include, where feasible, appropriate representation from that body.

c) The Course Advisory Panel will benchmark the course curriculum that is being developed against Australian and international standards.

3. Course Approval

The Academic Committee will undertake a review of the course curriculum as designed by the Course Advisory Panel. If it is approved:

1. The Academic Committee will forward to the Academic Board the course curriculum as designed by the Course Advisory Panel, with a recommendation for approval;
2. If approved by the Academic Board this will then be forward to the Board of Governors for approval
3. If Approved by the Board of Governors, the Head of Faculty will apply to ASQA for an Addition to Scope. This applies to training package qualifications.
4. After the addition to scope is approved by ASQA, the Head of Faculty will advise relevant IKON staff (Marketing, Finance, Course Advisory, Student Support).
5. If it is a completely new course, the CEO will submit to ASQA an application for accreditation in respect of the new course to initiate the application process in accordance with ASQA procedures.
6. The IKON staff; Marketing, Finance, Course Advisory, Student Support), Head of Faculty and Education Support staff will then take all necessary action to implement the course.
7. If the course is a Higher Education Course the CEO will submit an application for Accreditation to TEQSA, following its guidelines, TEQSA Act and the HESA requirements.

8. For both VET and HE courses, on completion of the accreditation process, the CEO will arrange for the course to be covered by Australian Council for Private Education and Training (ACPET) in its tuition assurance scheme for domestic students.

7. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

Related Forms:

Business Case

Related Policies:

AC003.2 Quality Assurance Course Review

AC003.3 Quality Assurance Course Amendment and Cessation

Appendix A

The Business Case

The Business Case is a brief proposal seeking endorsement within IKON's strategic goals to proceed to a more detailed development of curriculum documentation. As a minimal requirement, it should briefly address the following points:

- Title and abbreviation
- AQF Registration Category and descriptor.
- Year of proposed introduction
- Rationale and objectives
- Relationship to IKON's strategic objectives, including a concise reference to those graduate attributes and/or key generic skills which the program is expected to develop in its students.
- Evidence of consideration given to articulation and credit transfer, which will be required at accreditation.
- Duration of course
- Likely location(s)
- List of proposed subjects/units of study, where known
- Identified consultation requirements
- Additional points to consider:
 - Professional recognition
 - Evidence of demand
 - Resource implications over and above standard requirements
 - Delivery responsibilities and mode for transnational delivery
 - Project partners and third parties if applicable
 - Education Plan (proposed pathways, target markets, proposed teaching facilities, proposed sources of teaching staff, projected enrolments)
 - Proposed course delivery methodology

Appendix B:

Course Development Checklist (Template)

Name of Course

Name & Title of person whose signature appears below:

- Select project leader
- Enlist teams and set up document archive
- Set accountability timeline
- Work-in-progress monitored via weekly meetings
- Assemble and submit accreditation documents
- Engage content experts & instructional designers
- Set schedule
- Begin preparations for program launch
- Conduct admissions and advising training
- Publish Program and begin marketing
- Finalise preparation for course delivery
- Begin initial program delivery

Appendix C:

Subject Outlines template

Each subject in a course will have a Subject Outline that will include:

- the name of the subject and its code
- any pre or co-requisites or assumed knowledge
- the basis upon which the subject is being offered i.e. part time, full time, blended delivery
- a brief summary of the content of the subject
- a list of learning outcomes for the subject
- a detailed syllabus, textbook list and list of any recommended readings or other textbooks
- the assessment regime showing how the learning outcomes of the subject are linked to assessment, what must be achieved to obtain a passing grade and other relevant rules
- a lecture and tutorial schedule as appropriate
- contact details of the academic and support staff
- Other information deemed appropriate for the subject.
- The Outline will be issued to students at the commencement of their studies in the subject.