



Quality Assurance Policy: Course Amendment and Cessation

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Government Legislation	Standards for Registered Training Organisations (RTOs) 2015 Australian Qualifications Framework
Responsible Officer	CEO

1. Preamble

Decisions are made from time to time regarding changes, rationalisation and cessation of academic courses, either as part of the quality improvement processes of IKON or as a result of resourcing considerations and student demand. All changes to academic courses must be approved at the appropriate level and notified to the relevant authority, depending on their nature.

2. Purpose

This policy and the associated procedures define the relevant processes and guidelines for:

- Course amendments
- Course rationalisation
- Course cessation.

3. Scope

The policy applies to all AQF accredited courses 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. Procedures

Course Amendments

- 4.1 Course amendments may be made within the packaging rules for the training course, or within TEQSA guidelines.

These changes include (but are not limited to) the following:

- change to course title or abbreviation
- the introduction of new elective subjects within an existing course;
- the introduction of new streams within an existing course;
- changes to course learning outcomes
- changes to references;
- changes to assessment;
- alteration to the name or code of a subject within an existing course.

4.2 Procedure for course change involve:

a) Investigation of change

The Head of Faculty will consult with internal and external academic and industry experts regarding proposed changes, research and current best practice. After adequate consultation and development the Head of Faculty will apply for approval of changes.

b) Application for approval of changes

The Head of Faculty will advise the Academic Committee (a sub-committee of the Academic Board) of any proposed major course change, in the form of a Change Proposal that will list the following information:

- what is being changed
- when it is being changed
- why it is being changed
- how the change will affect students
- resource implications.

c) Approval of changes

After the Academic Committee has reviewed the Change Proposal, the Head of Faculty will then submit the proposal with or without modifications, to the Academic Board for its consideration.

Where the Academic Board does not approve the proposal, the CEO is responsible for notifying all relevant parties including the Head of Faculty.

d) Action following approval by Academic Board

The CEO will notify ASQA or TEQSA in accordance with their regulatory requirements.

Once approved, the Head of Faculty is responsible for implementation of the changes, including student notification, marketing, finance and changes to any relevant information management system.

5. Course Rationalisation and Cessation

Course Rationalisation and Cessation occurs as a result of relevant data being presented to the Head of Faculty and the CEO. These include:

- reports on student statistics and demographic data and financial reports
- the regular Student Feedback information
- information provided by the Academic Committee or Course Review Panel
- input from other stakeholders.

Information from any of the above sources should alert the Head of Faculty to any course that may require consideration for rationalisation or cessation.

5.1 Preparation of proposal

The decision to rationalise or discontinue a course must be supported by relevant quantitative and/or qualitative data and must be made after consultation with appropriate IKON stakeholders.

Therefore, the Head of Faculty will prepare a proposal, which will:

- outline the existing course
- describe the suggested rationalisation or cessation
- provide a justification for maintaining the status quo, including a rationale
- outline a plan for the amelioration of the difficulties which triggered the review **or** provide a justification for cessation and state the implications of the change on students and staff and the course of action.

The proposal shall normally provide evidence that students affected have been consulted and that their views have been taken into account. Where phasing out of the course is proposed, there must be clarification of the process and a description of the options available to students. Evidence is also required that there will be arrangements to safeguard the interests of students currently in the course. The combining or phasing out plan shall be clearly articulated, timetabled and the specific arrangements for current students to complete their programmes must be described.

5.2 Approval process

The proposal and supporting documentation must be forwarded to the Academic Committee for consideration and recommendation to the management and the Academic Board.

The Academic Board will consider the proposal of the Head of Faculty and the recommendation of the Academic Committee, and will advise its decision.

5.3 Course rationalisation

In the event that this option requires approval of programme changes, the process set out in sections 5.2 and 5.4 will be followed.

5.4 Course cessation

Once the Academic Board has approved the recommendation, the Head of Faculty will ensure that:

- the arrangements are promulgated and implemented
- any registers, handbooks and other publicity materials are updated.

5.5 Advice to students

Students will be notified of the decision to discontinue a course and the process of implementation of this decision.

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/Development:

Nil

Related Policies:

AC003.1 Quality Assurance Course Development and Approval

AC003.2 Quality Assurance Course Review