

Course Development and Approval

Preamble:

Australian Institute of Business (AIB) is committed to developing high level academic courses that fit within its strategic directions and capacities.

Purpose:

To provide information on processes and guidelines for the development and approval of new academic courses and significant amendments to existing courses.

Scope:

All academic courses.

Procedures:

There are 3 major steps as follows:

1. The planning approval process

- a) The Marketing Division working in consultation with the Director of Studies will prepare a business case in respect of any course development proposal, including a justification that AIB 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 plan.
- c) The Marketing Division and the Director of Studies will present the business case to the Chief Executive for approval.
- d) If the Chief Executive agrees that with the justification, the matter is referred to the Teaching & Learning Committee (a committee of the Academic Board).
- e) The Teaching & Learning Committee will then initiate consultation with other relevant parties such as the professions and industry prior to its decision on whether or not to give planning approval.

2. Course design

- a) Following planning approval, the Director of Studies will, in consultation with the Teaching & Learning Committee, establish a Course Advisory Committee to develop the course curriculum including the structure, teaching and learning, assessment and delivery arrangements.
- b) The size of the Course Advisory Committee will vary according to the nature of the course and will comprise:
 - i. Academic staff
 - ii. External academics

iii. Industry or professional representatives.

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

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

3 Course approval

The Teaching & Learning Committee will undertake a formal review of the course curriculum as designed by the Course Advisory Committee. If it is approved:

- a) The Teaching & Learning Committee will forward to the Academic Board the course curriculum as designed by the Course Advisory Committee, with a recommendation for approval;
- b) When approved by the Academic Board, the Registrar will advise the Marketing Division, Academic Division and Student Support Services as well as the Division of Further Education, Employment, Science and Technology (DFEEST) of the details of the new course for notification on the Register of Accredited Courses, if it is within the customisation guidelines of existing courses.
- c) If it is a completely new course, the Registrar will submit to DFEEST an application form in respect of the new course to initiate the application process in accordance with DFEEST procedures.
- d) On completion of the accreditation process, the Registrar will arrange for the course to be covered by Australian Council for Private Education and Training (ACPET) in its tuition assurance schemes for domestic and international students and in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) register.
- e) The Marketing Division, Academic Division and Student Support Services will then take all necessary action to implement the course.

Related Forms:

Business Plan

Higher Education Curriculum template

Responsibility:

Director of Studies

Registrar

Related Policies:

Academic Quality Assurance

Organisational Quality Management

Current Status

Approved By:

Date of Approval:

Previous version:

Version 2

Academic Board

1 July 2011

9 December 2008

Appendix A

The Business Plan

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

1. Title and abbreviation
2. AQF Registration Category and descriptor.
3. Year of proposed introduction
4. Rationale and objectives
5. Relationship to AIB'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.
6. Evidence of consideration given to international and/or intersectoral implications, including articulation and credit transfer, which will be required at accreditation.
7. Duration of course
8. Likely location(s)
9. Overseas agreements, if applicable
10. List of proposed subjects/units of study, where known
11. Identified consultation requirements

Additional points to consider:

- i. Professional recognition
- ii. Evidence of demand
- iii. Resource implications over and above standard requirements
- iv. Delivery responsibilities and mode for transnational delivery
- v. Project partners and third parties
- vi. Education Plan (proposed pathways, target markets, proposed teaching facilities, proposed sources of teaching staff, projected enrolments)
- vii. Proposed course delivery methodology (e.g. offshore Government approvals from host country etc)