

Curriculum Management

Policy and Procedure

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1. PURPOSE

AFTT's core business is to provide students with a learning experience that gives them their best opportunity to meet their education goals. AFTT pays close and careful attention to the creation and ongoing maintenance and review of all its curricula.

The purpose of the Curriculum Management Policy and Procedure is to outline AFTT's rigorous system of rules, guidelines and steps that govern:

- Introduction of new courses,
- Course analysis, design, development, implementation delivery and evaluation,
- Monitoring and improving courses and units,
- Discontinuation of a course or unit,
- Introduction, amendment, and/or discontinuation of units in an accredited course.

2. SCOPE

The Curriculum Management Policy and Procedure applies to all AFTT's Higher Education courses and units.

For the purposes of this Policy and Procedure all members of the workforce are referred to as 'staff'.

3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

4. POLICY

- 4.1. AFTT ensures the courses offered are accredited, of the highest quality, and are continuously monitored and improved to maintain the industry and academic standards and currency.
- 4.2. The AFTT Governing Council must approve the:
 - 4.2.1. Introduction of any new course,
 - 4.2.2. Application for accreditation of a new course,
 - 4.2.3. Application for re-accreditation of an existing course,
 - 4.2.4. Retirement of a course.
- 4.3. Governing Council delegates the authority to the Academic Board for:
 - Overseeing the addition of new courses,
 - Reviewing and improving courses,
 - Retiring accredited courses,
 - Approving new units in existing courses,
 - Approving amendments to units in existing courses,
 - Retiring units in existing courses.
- 4.4. Academic Board delegates the responsibility of considering and approving changes to existing units to the Learning and Teaching Committee and to the Curriculum Design and Delivery Committee as set out in *the Academic Delegations Schedule*.
- 4.5. Development of a new course can be initiated by:
 - 4.5.1. The Governing Council – as part of the strategic directions of AFTT,
 - 4.5.2. The Academic Board – as a result of a course review or re-accreditation,
 - 4.5.3. An internal stakeholder – who sees the possibility for a new course to be offered by AFTT.

- 4.6. The design of a new unit or amendments to an existing unit in an accredited course can be initiated by:
- 4.6.1. Academic Board as part of course review or re-accreditation,
 - 4.6.2. Learning and Teaching Committee as part of a course review,
 - 4.6.3. Curriculum Design and Delivery Committee as part of a course or unit evaluation,
 - 4.6.4. Internal or external stakeholders (e.g., academic staff, industry advisors or students).
- 4.7. The Academic Board's quality management system ensures that:
- 4.7.1. Courses and units of study are subject to ongoing monitoring and regular, rigorous reviews:
 - **Study Period Reviews** – conducted at least once within any study period,
 - **Strategic Course Reviews**, and **other course reviews** – conducted when requested by the Governing Council and/or the Academic Board to meet strategic goals of AFTT. The Council or the Board will set the objectives of the review and its management, as required,
 - **Accreditation Course Review** – conducted in preparation for course accreditation. Application for course accreditation is developed alongside this course review,
 - **Mid-Accreditation Course Review** – conducted during the course accreditation period,
 - **Re-Accreditation Course Review** – conducted in preparation for course re-accreditation. Application for course re-accreditation is developed alongside this course review.

The Accreditation, Mid-Accreditation and Re-Accreditation Course Reviews are similar in nature and are conducted with the purpose of:

 - Ensuring currency and relevance of the course objectives and unit learning outcomes through a process of external and internal consultation, external referencing, and collating, reviewing, and analysing all other data available,
 - Ensuring the course meets industry requirements,
 - Checking, where applicable, that any changes made to an existing course up to that point, are effective in improving:
 - Students' learning, and
 - Students and lecturers' satisfaction with the AFTT experience.
 - 4.7.2. Feedback relating to course and unit design, delivery and implementation is collected and analysed to inform amendments,
 - 4.7.3. Examples of best practice in course and unit design, delivery and implementation are identified, and the information is disseminated,
 - 4.7.4. Staff and students can contribute to the ongoing quality management system for course and unit delivery and assessment.
- 4.8. A course can be discontinued due to a:
- 4.8.1. **AFTT initiative**, where the Governing Council decides to:
 - Retire the course and not seek course re-accreditation, or
 - Cancel the course during current accreditation period, or
 - Stop operating as a Higher Education Provider.
 - 4.8.2. **TEQSA initiative**, where TEQSA decides to:
 - Reject a AFTT application for course re-accreditation, or
 - Reject a AFTT application for accreditation of an intended course replacement, or

- Direct AFTT to cease offering a course during the accreditation period, or
 - Reject a AFTT application for re-registration, or
 - Direct AFTT to cease operating as a Higher Education Provider during the registration period.
- 4.9. A unit in an existing course can be discontinued when:
- 4.9.1. A current unit is replaced by a new unit, or
 - 4.9.2. Content from different units rearranged into a new unit/s.
- 4.10. AFTT will transition its students to an alternative course provided by another Higher Education Provider when:
- 4.10.1. AFTT ceases its operations, or
 - 4.10.2. The course is being discontinued and there is neither a teachout course nor alternative course offered by AFTT, or
 - 4.10.3. Students enrolled in the teachout course are not able to complete the course within a two (2) year period, and there is no alternative course offered by AFTT.
- 4.11. AFTT has formal transition agreements with other Higher Education Providers in place to ensure that students will complete the award or an equivalent award with minimal disruption and disadvantage.
- 4.12. The formal transition agreements with other Higher Education Providers are established in advance, and the following criteria are satisfied:
- 4.12.1. The teach-out institution must be:
 - Of comparable quality to AFTT,
 - Demonstrate sufficient experience, resources, and support services to be commensurate with the AFTT services,
 - Be within a reasonable distance to AFTT Campus(es),
 - 4.12.2. The agreement must:
 - Clarify the financial responsibilities of all parties, including the assumption of any liability,
 - Specify the comparable qualification from the teach-out institution.
- 4.13. Where formal transition agreements are not available, AFTT will:
- 4.13.1. Identify comparable alternative courses at other institutions where students can transfer,
 - 4.13.2. Maintain a register of such courses at other institutions.
- 4.14. The students will incur no additional cost to continue their study, for those units that the student has originally contracted and paid but did not receive, nor will there be any additional fee charged for managing the transition process for any student.
- 4.15. AFTT will support students throughout the transition process and will seek to negotiate on their behalf an agreement on appropriate credit transfers with the transferring institution, where possible.

5. PROCEDURE – NEW COURSE PROPOSAL

- 5.1. If the new course proposal is initiated by:
 - 5.1.1. The Academic Board – a recommendation for approval to develop the course will be sought from the Governing Council,
 - 5.1.2. An internal stakeholder – a recommendation for approval to develop the course will be sought from:
 - 5.1.2.1. The Chief Executive Officer and/or the Dean who will consider whether the proposal is consistent with the appropriate AQF level and strategic

directions of AFTT and has an academic merit and industry outcomes,
and

- 5.1.2.2. The Managing Director, and
- 5.1.2.3. The Governing Council.

- 5.2. For all new course initiatives, the Governing Council, once approved, will direct the Chief Executive Officer to seek consideration of the new course proposal initially by the Senior Management Committee and the Risk Management Committee and then by the Academic Board, in that order.
- 5.3. The Senior Management and Risk Management Committees will consider the financial, operational and risk aspects of the proposal. Matters to be considered include, but are not limited to:
 - Detailed profile of those involved in preparing the proposal, including professional experience and qualifications,
 - Level of risk in relation to the AFTT's *Risk Management Framework*,
 - Description of the proposed course, including names of the awards, course objectives and AQF level/s,
 - Comprehensive competitor analysis,
 - Evidence of strong industry and student demand for the course, including projected student numbers,
 - Anticipated tuition fees,
 - Additional staffing and facility costs,
 - Additional marketing costs,
 - Anticipated cost of preparing the course accreditation submission, including fees payable to TEQSA for assessment of the application,
 - Cash flow analysis for next three (3) years,
 - Any cash injection required for start-up.
- 5.4. The Senior Management and Risk Management Committees after consideration of the proposal can:
 - 5.4.1. Endorse its non-academic aspects, or
 - 5.4.2. Advise that they have considered the proposal, and do not believe that the proposal, as currently presented, is operationally feasible for reasons listed.
- 5.5. The Chief Executive Officer will advise the Governing Council of the results of the considerations of the Senior Management and Risk Management Committees.
 - 5.5.1. If the Senior Management and Risk Management Committees endorse the proposal, the Chief Executive Officer will refer the proposed course to the Chair of the Academic Board for the inclusion as an agenda item in the next meeting of the Academic Board, and for their consideration and endorsement of its academic aspects.
 - 5.5.2. If the Senior Management and Risk Management Committees do not endorse the proposal, the Chief Executive Officer will:
 - 5.5.2.1. Advise the Governing Council that further consideration of the proposal is not warranted, and
 - 5.5.2.2. Inform the proponent that AFTT will not be accepting or following up with the proposal.
- 5.6. The Academic Board will consider the following academic aspects of the proposal:
 - Description of the proposed course, including names of the awards, course objectives and AQF level/s,
 - Comprehensive competitor analysis,
 - Evidence of possible employment outcomes,

- Rationale as to the fit of the proposed course to current AFTT course profile,
 - Availability of academic staff,
 - Professional development of current and proposed academic staff,
 - Facility and resource requirements,
 - Extent of Work Integrated Learning (Internships).
- 5.7. As part of their consideration, the Academic Board may invite the proponents to speak to their proposal, and answer questions put to them by those in attendance.
- 5.7.1.If more work is required on the proposal, the proponents will be invited back to the next meeting of the Academic Board or to a meeting of the Academic Board Executive Committee.
- 5.8. The Academic Board after consideration of the proposal can:
- 5.8.1.Endorse its academic aspects, or
- 5.8.2.Advise that they have considered the proposal and do not believe that the proposal, as currently presented, meets the academic requirements of AFTT.
- 5.9. The Chief Executive Officer will advise the Governing Council of the results of the considerations of the Academic Board.
- 5.9.1.If the Academic Board does not endorse the proposal, the Chief Executive Officer will:
- 5.9.1.1. Advise the Governing Council that further consideration of the proposal is not warranted, and
- 5.9.1.2. Inform the proponent that AFTT will not be accepting or following up with the proposal.
- 5.9.2.If the Academic Board endorses the proposal, the Governing Council can:
- 5.9.2.1. Approve the proposal and authorise the Chief Executive Officer to initiate the preparation for the Accreditation Course Review and the development of the application for course accreditation, or
- 5.9.2.2. Decide not to proceed with the proposal, despite the endorsements, and in such cases will direct the Chief Executive Officer to inform the proponent that AFTT will not be accepting or following up with the proposal.

6. PROCEDURE – COURSE REVIEWS and NEW COURSE APPLICATIONS

- 6.1. The Chief Executive Officer, upon directive from the Governing Council, will:
- 6.1.1.Contact TEQSA to advise them of AFTT's intention to prepare and submit the application for course accreditation/re-accreditation,
- 6.1.2.Direct the Academic Board to convene the Course Advisory Committee and to co-ordinate work of the Learning and Teaching Committee,
- 6.1.3.Advise the Dean to commence work with the Curriculum Design and Delivery Committee and the Learning and Teaching Committee on the Accreditation/Re-Accreditation Course Review and developing the application for course accreditation/re-accreditation,
- 6.1.4.Determine the extent of the involvement of the proponents in the course application development process,
- 6.1.5.Request to see a copy of the application for course accreditation/re-accreditation at any stage of the process, when required.
- 6.2. The Dean will:
- 6.2.1.Prepare the course review schedules and seek approval from:
- The Learning and Teaching Committee for the Study Period Review schedules,

- The Academic Board for the Accreditation, Mid-Accreditation and Re-Accreditation Course Review schedules,
- 6.2.2. Advise the Chief Executive Officer and the Chair of the Academic Board that work should commence on Re-Accreditation Course Review and the preparation of the application for course re-accreditation no later than 16 months prior to an application for course re-accreditation being due,
- 6.2.3. Work with the Academic Board, the Learning and Teaching Committee, the relevant Curriculum Design and Delivery Committee, and the Course Advisory Committee to conduct course reviews, and develop the accreditation/re-accreditation application,
- 6.2.4. Organise all the work that has been completed to that date on:
- Improving the existing course, or
 - Developing the new course,
- in consultation with the Learning and Teaching Committee and the relevant Curriculum Design and Delivery Committee,
- 6.2.5. Prepare agenda and papers for course reviews,
- 6.2.6. Notify the Learning and Teaching Committee and the Academic Board if the extent of the changes or proposed changes to an existing course would require reporting to TEQSA,
- 6.2.7. Maintain a register of all changes made to the courses during the accreditation period,
- 6.2.8. Prepare the final application for course accreditation/re-accreditation and collate supporting documents for submission to the Academic Board.
- 6.3. The Academic Board will:
- 6.3.1. Approve course review schedules,
- 6.3.2. Convene the Course Advisory Committee for Accreditation/Mid-Accreditation/Re-Accreditation Course Review, and approve its membership,
- 6.3.3. Direct the Learning and Teaching Committee to convene the discipline-based Curriculum Design and Delivery Committee,
- 6.3.4. Oversee the process of:
- Evaluation and analysis during all the course reviews, and
 - Developing the application for course accreditation/re-accreditation,
- 6.3.5. Endorse or make recommendations of their own,
- 6.3.6. Request that the Senior Management Committee develop an action plan that the Board can use to monitor implementation of any changes approved, where applicable,
- 6.3.7. Provide, through its Chair, regular reports on the work, progress and outcomes of course reviews, and progress of the application development to the Governing Council, seeking their advice and input as required.
- 6.4. The Course Advisory Committee will:
- 6.4.1. Meet at least two (2) times during the period of a course review,
- 6.4.2. Oversee the process of course evaluation and analysis,
- 6.4.3. Support the Dean and the Curriculum Design and Delivery Committee in the preparation of the application for course accreditation/re-accreditation,
- 6.4.4. Consider for the proposed/revised course:
- Structures and rationales,
 - Course objectives,
 - Alignment of course objectives with AQF levels,
 - Units:
 - Titles,
 - Descriptors,

- Unit learning outcomes (including their alignment with course objectives),
 - Prescribed and recommended texts,
 - Prerequisites and compulsory requirements,
 - Assessment tasks,
 - Constructive alignments showing mapping of assessment tasks to unit learning outcomes and course objectives,
 - Proposed/current academic staff including:
 - Abbreviated CV's,
 - Mapping to the proposed/revised units,
 - Reports and/or endorsements from any professional bodies,
 - External referencing report,
 - Requirement to submit teaching and assessment details for at least one core unit – external review,
- 6.4.5. Actively evaluate any reports and responses to any external or other review reports to ensure all matters, required by the Academic Board and TEQSA, are satisfactorily addressed,
- 6.4.6. Provide, through its Chair, regular reports on the work, progress, course review analysis, outcomes, and recommendations to the Academic Board, seeking their advice and input as required,
- 6.4.7. Recommend the application to the Academic Board, when confident that the course development process is complete and of a suitable quality for submission.
- 6.5. The Learning and Teaching Committee will:
- 6.5.1. Approve the Study Period Review schedule and establish a discipline-based Curriculum Design and Delivery Committee to conduct Study Period Reviews,
- 6.5.2. Establish a discipline-based Curriculum Design and Delivery Committee to support the Course Advisory Committee and the Dean during the Accreditation/Mid-Accreditation/Re-Accreditation Course Review,
- 6.5.3. Play an active role in the course application development process.
- 6.5.4. Oversee the work and progress of the Curriculum Design and Delivery Committee during course reviews,
- 6.5.4.1. It is anticipated that much of the development will have been completed as part of previous Study Period and Mid-Accreditation Course Reviews.
- 6.5.5. Provide, through its Chair, regular reports on the work, progress, and outcomes of course reviews to the Academic Board, seeking their advice and input as required.
- 6.6. The Curriculum Design and Delivery Committee will:
- 6.6.1. Conduct Study Period Reviews at least once within any study period to:
- Review all actions agreed on in the previous Study Period Review meeting,
 - Review student performance and student satisfaction data in the most recent study period and:
 - Determine exactly what is unsatisfactory about students' experience for that unit/s or that particular lecturer/s or facilitator/s, and then take action as required,
 - Investigate irregular grade distributions, attrition, progress, and completion rates and then take action as required, including initiation of moderation for the unit,
 - Make recommendations for curriculum modifications, where warranted. Modifications are made, or approval is sought for changes to be made, in accordance with the Academic Delegations Schedule.

- 6.6.2. Work on developing a new course or reviewing and improving an existing course during Accreditation/Mid-Accreditation/Re-Accreditation Course Review,
 - 6.6.3. Support the Course Advisory Committee during the Accreditation/Mid-Accreditation/Re-Accreditation Course Review undertaking work as required,
 - 6.6.4. Ensure all work is documented as minutes of the Curriculum Design and Delivery Committee,
 - 6.6.5. Work with the Dean on the application preparation as required by the Course Advisory Committee,
 - 6.6.6. Ensure that any academy wide policies or directions from the Learning and Teaching Committee are incorporated into the work of the Curriculum Design and Delivery Committee and advised to the Course Advisory Committee,
 - 6.6.7. Provide, through its Chair, regular reports on the work, progress, and outcomes of course reviews to the Learning and Teaching Committee, seeking their advice and input as required. The reports include:
 - Study Period Review reports,
 - Annual (summative) Course Performance reports¹,
 - Course Accreditation Review reports,
 - Course Mid-Accreditation Review reports,
 - Course Re-Accreditation Review reports.
- 6.7. In approving the application for course accreditation/re-accreditation:
- 6.7.1. The Academic Board will:
 - Receive the completed application for course accreditation/re-accreditation from the Dean for recommendation to the Governing Council,
 - Review the application, and when satisfied, will recommend to the Governing Council that they approve the application for submission to TEQSA.
 - 6.7.2. The Governing Council will:
 - Approve the application for course accreditation/re-accreditation upon the endorsement from the Academic Board, and
 - Authorise the Chief Executive Officer to submit it to TEQSA on behalf of AFTT.
 - 6.7.3. The Chief Executive Officer will:
 - Manage the application submission process,
 - Keep the printed and electronic copies of the application in the AFTT's document management system.

7. PROCEDURE – COURSE ROLLOUT

- 7.1. On receipt of advice from TEQSA that the course has been accredited/re-accredited the Chief Executive Officer will advise the Governing Council, the Academic Board, and the Senior Management Committee of the decision.
- 7.2. The Senior Management Committee will:
 - 7.2.1. Convene, oversee, and monitor work of a non-standing Course Rollout Working Party,
 - 7.2.2. Provide, through its Chair, regular reports on the activities and progress of the Course Rollout Working Party to the Academic Board, seeking their advice and input as required,
 - 7.2.3. Advise Campus Managers they can start delivering the course, when the Senior Management Committee is satisfied that the campuses are ready for delivery.

¹ Annual (summative) Course Performance reports are summaries of all Study Period Review reports in an academic year.

7.3. The Course Rollout Working Party will ensure that the necessary:

7.3.1. **Academic requirements** are in place:

- A written comprehensive and accurate course overview is readily available for students,
- The unit outlines have been checked for currency, and especially that the references are for the most recent editions of the prescribed texts,
- The prescribed texts and recommended readings will be readily available to students from day one,
- All assessment tasks and rubrics for the units scheduled to be delivered have been validated prior to the commencement of classes,
- All lesson plans for the units scheduled to be delivered have been completed,
- All course materials have been proofread,
- The academic qualifications and experience of all new and existing academic staff have been verified and their eligibility to deliver the units confirmed,
- All academic staff have been properly prepared and equipped to deliver assigned units, including involving them in the writing of the unit content and assessment tasks,
- The availability of the academic staff to deliver assigned units has been confirmed,
- Any planned block credit arrangements and articulation agreements have been approved by the Academic Board and the Governing Council.

7.3.2. **Administrative requirements** are in place:

- All operations staff are acquainted with the requirements for the delivery of the course,
- All student admissions staff have been oriented to the course rationale and course admission criteria,
- All necessary documents including policies, procedures, forms, guidelines have been updated where necessary,
- The course is appropriately set up in the Student Management System,
- The Learning Management System rooms have been created and course materials are readily available to students,
- Timetables have been created and are readily available to students from day one,
- Learning and teaching resources have been supplied and are readily available to students from day one,
- Student induction/orientation programs have been conducted,
- Appropriate communications with education agents have been conducted,
- All FEE-HELP registrations, notifications and/or approvals are in place,
- All marketing material is accurate and meets regulatory requirements,
- The AFTT website has been updated accordingly,
- CRICOS listings are accurate with durations, costs, and locations,
- All/any students transitioning from a previous qualification have been informed of necessary enrolment and study changes and requirements,
- Business continuity agreements or arrangements are in place.

8. PROCEDURE – DSCONTINUATION OF A COURSE

8.1. Where the discontinuation of a course is due to:

8.1.1. **AFTT's decision**, the Governing Council will direct the Chief Executive Officer to write to TEQSA and the Department of Education, Skills and Employment to:

8.1.1.1. Inform them of the AFTT's decision, and

- 8.1.1.2. Seek to work collaboratively with TEQSA and the Department of Education, Skills, and Employment to mitigate disadvantage to affected students.
- 8.1.2. **TEQSA's decision**, AFTT is advised of this decision in writing, and the Governing Council can:
 - 8.1.2.1. Accept TEQSA's decision, or
 - 8.1.2.2. Submit the case to the Australian Administrative Appeals Tribunal (AAT) for a review.
- 8.2. Where a course is being discontinued, the Governing Council will determine the option/s available to students to complete their course, which include:
 - 8.2.1. Enabling enrolled students to complete their course (i.e., teachout), or
 - 8.2.2. Transition to an alternative course provided by AFTT, or
 - 8.2.3. Transition to an alternative course provided by another Higher Education Provider.
- 8.3. A course may enter teach out mode when AFTT anticipates there will be students enrolled in the course past the course re-accreditation renewal date and:
 - 8.3.1. AFTT does not intend to continue the course or renew the accreditation of a course, or
 - 8.3.2. TEQSA does not renew accreditation of a course, or
 - 8.3.3. TEQSA cancels the accreditation of an existing course, or
 - 8.3.4. TEQSA does not accredit a course intended to replace an existing course that AFTT has not sought to re-accredit.
- 8.4. Where the Governing Council decides to teach out students, it will request the Academic Board to seek course re-accreditation in teachout mode via TEQSA's shortened course renewal process.
 - 8.4.1. The accreditation period for the course in teachout mode may be granted for a maximum period of two (2) years.
 - 8.4.2. All students enrolled in teachout course must complete the course or transition out during a teachout period to the alternative course provided by AFTT (if available) or another Higher Education Provider.
- 8.5. Where the Governing Council decides to transition students to another Higher Education Provider, it will request the Chief Executive Officer to contact:
 - 8.5.1. Higher Education Providers, to enact formal transition agreements previously agreed upon (section 4.11),
 - 8.5.2. All other comparable Higher Education Providers, where formal agreements do not exist, to discuss credit transfer opportunities for AFTT students.
- 8.6. Once the Academic Board receives the written direction from the Governing Council, it will request the Senior Management Committee to commence the procedures to implement the course teachout/transition/retirement plans.
- 8.7. The Chief Executive Officer and Campus Managers advise relevant academic and non-academic staff of the TEQSA's or Governing Council's decision, and what this means for them and for affected AFTT students.
- 8.8. The Senior Management Committee will:
 - 8.8.1. Continue to ensure that the course is delivered as per the Higher Education Standards, up until and including the last day of delivery,
 - 8.8.2. Be responsible for monitoring the implementation of transition/teachout/retirement plans, and

8.8.3. Report, through its Chair, on the progress of the plans to each subsequent meeting of the Governing Council and the Academic Board, seeking their advice and input as required.

8.9. The Director of Marketing and Brand will:

8.9.1. Cease all marketing activities related to the discontinued course,

8.9.2. Recall any published (print or electronic) marketing material.

8.10. The Dean, *for all students currently enrolled in the course*, will:

8.10.1. Prepare a report including students':

- Units completed,
- Units currently attempting,
- Units not yet attempted,
- Expected graduation dates,
- Tax File Numbers,
- Current refunds due and account balances,

8.10.2. Made the report available to TEQSA.

8.11. Campus Managers, *for all students currently enrolled in the course*, will:

8.11.1. Map what units the students have completed and what additional units or work they need to undertake to be able to meet all requirements for the course to assess whether the students will be:

- Able to complete the course they are enrolled in, within the two (2) year teachout period and therefore can stay in that course (if teachout option is available), or
- Not be able to complete the course they are enrolled in within the two (2) year teachout period and therefore need to transition to the alternative course provided by AFTT (if alternative course is available) or to the course at the alternative Higher Education Provider.

8.11.2. Calculate any tuition fee refunds due, and account balances,

8.11.3. Contact each student with details about the:

- Course closure, including the last date of course delivery,
- Options are available to them including:
 - Teachout program (if available),
 - Transition to the alternative course provided by AFTT (if available),
 - Withdrawing from the course and/or transitioning to alternative course at another Higher Education Provider (where applicable), and:
 - Obtaining an exit award (if eligible), and/or transcript of units completed issued by AFTT,
 - How they can apply to attend any other Higher Education Provider, where they meet entry requirements and how they may be able to use study completed to date towards an application for Credit Transfer or Recognition of Prior Learning,
 - How to manage the transition to another Higher Education Provider, including those with which AFTT has a formal transition agreement,
 - Any fees due or owed to students,
 - What are AFTT's arrangements for disposition of all student records, including personal, educational, accounting, and financial aid records, and/or arrangements for record keeping and accessibility in accordance with applicable legal regulations.

8.12. The Director of Student Admissions, *for the potential students, and students not yet commenced*, will:

- 8.12.1. Ensure no students will be enrolled in the course in the teachout mode,
- 8.12.2. Publish a report on all potential students who have either registered their interest or enrolled in the course that is being discontinued, and any fees paid,
- 8.12.3. Contact all potential domestic and/or international students to:
 - Inform them that AFTT will no longer be offering that course,
 - Ask them to confirm in writing whether they would like to be Re-enrolled into the new course/alternative, if available,
 - Provide them with details as to how they could request a refund of any upfront fees paid,
- 8.12.4. Send new letters of offer to those students who opt to be enrolled in the new/alternative course.

8.13. AFTT will ensure the following compliance evidence is available on the decision to cease delivery of a course or AFTT's operations:

- 8.13.1. Documented procedures for assessing, approving, and recording a discontinuance of a course of study,
- 8.13.2. Communication to students and documentary evidence on students' files of the completed plan for successful course completion,
- 8.13.3. Completion of securing a formal agreement with an institution to transition students,
- 8.13.4. Monitoring of the teachout plan by the Senior Management Committee,
- 8.13.5. Evidence of appropriate notification to TEQSA and the Department of Education, Skills, and Employment.

9. PROCEDURE – UNIT AMENDMENTS

9.1. The changes to units in an existing include:

- 9.1.1. Introduction of new units,
- 9.1.2. Changes to existing units,
- 9.1.3. Cessation of existing units.

9.2. The AFTT ensures all changes to the units, including introduction of new units or cessation of units are approved by the appropriate governing bodies. Changes to:

- 9.2.1. 50% of course content will be approved by internal governing bodies,
- 9.2.2. More than 50% of course content will be referred to TEQSA for consideration and approval.

9.3. The development of a new unit or amendments to existing units is usually completed by the Curriculum Design and Delivery Committee to ensure accuracy of:

- 9.3.1. Unit name and code,
- 9.3.2. Unit descriptions,
- 9.3.3. Assessment names, types, descriptions, weightings, length, submission modes and requirements, due dates,
- 9.3.4. Constructive alignment of assessments to unit learning outcomes to course objectives to graduate attributes,
- 9.3.5. Study workload – contact hours and personal hours,
- 9.3.6. Prescribed and recommended texts and other learning resources,
- 9.3.7. Prerequisites and co-requisites,
- 9.3.8. Teaching and learning activities that are arranged to nurture gradual, consistent, and logical accomplishment of the unit learning outcomes.

- 9.4. Any changes to units, including new units or cessation of current units, must be submitted to the Education Services no later than eight (8) weeks prior start of the study period in which they will be effective.
- 9.5. Introduction and cessation of units must be considered by the Learning and Teaching Committee and approved by the Academic Board.
- 9.6. Details of changes to units and approving governing bodies are set out in the *Academic Delegations Schedule*.
- 9.7. On obtaining Academic Board approval, the unit co-ordinator, appointed by the relevant Head of Department, will oversee development of content, learning materials, lesson plans, rubrics, assessments, and the engagement of lecturers.

10. RELATED DOCUMENTS

- 10.1. AFTT Glossary
- 10.2. Academic Delegations Schedule
- 10.3. Assessment Management Policy and Procedure
- 10.4. Academic Progress Policy and Procedure
- 10.5. Risk Management Framework
- 10.6. Quality Enhancement Framework
- 10.7. TEQSA's Withdrawing a course/teachout
<https://www.teqsa.gov.au/withdrawing-courseteachout> , viewed on 15/03/2021.

11. RELEVANT LEGISLATION

- 11.1. Higher Education Support Act 2003 (Cth)
- 11.2. Higher Education Standards Framework (Threshold Standards) 2021

12. POSITIONS RESPONSIBLE

- 12.1. Governing Council
- 12.2. Chief Executive Officer
- 12.3. Dean
- 12.4. Director of Marketing and Brand
- 12.5. Director of Student Admissions
- 12.6. Academic Board
- 12.7. Senior Management
- 12.8. Risk Management Committee
- 12.9. Course Advisory Committee
- 12.10. Learning and Teaching Committee
- 12.11. Curriculum Design and Delivery Committees
- 12.12. Campus Managers
- 12.13. Academic workforce members

13. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	AFTT CEO
Review date	01/03/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	02/12/2021	22/12/2021	Amendments as per external reviewer’s recommendations. Three Policies: New Course Development, Curriculum Management , and Course Transition Teachout and Course Expiry as well as New Course Development, Roll Out, Discontinuation and Curriculum Management Procedure have been merged into one document.	Superseded
	Governing Council	17/12/2021			
1.1	AFTT CEO	08/06/2022	10/06/2022	Positions and names of the Committees updated. Removal of the <i>Appendix 1 – Unit Amendments – Approval Delegation Schedule</i> . Referenced to the Academic Delegations Schedule where the information about delegated authority currently resides.	Current

Version control tables from previous Policies and Procedures reside in the original documents.

REFERENCES and ACKNOWLEDGEMENTS

Australian Institute of Business. (2019). *Course and subject changes and cessation policy*. <https://www.aib.edu.au/wp-content/uploads/2019/03/course-change-and-cessation.pdf>

Australian Institute of Business. (2019). *Course and subject changes and cessation procedure*. <https://www.aib.edu.au/wp-content/uploads/2019/10/Course-and-Subject-Changes-and-Cessation-Procedure.pdf>

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Australian Institute of Business. (2019). *Course and subject development and approval procedure*. <https://www.aib.edu.au/wp-content/uploads/2019/10/Course-and-Subject-Development-and-Approval-Procedure.pdf>