"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Non-Award Course Procedure

Procedure No: POA140408000

Table of contents

Introduction

Non-award courses

A non-award course is a course offered and/or developed by the University for educational, personal, or professional development purposes, which do not result in issuing of a VU testamur. Unit/s of study included in non-award courses must be approved through the VU Externally Registered or Self Accredited Course Approvals Procedures.

The key features of a non-award course are that it:

- does not meet the definition of an award course for issuing of a testamur by VU; and
- is not declared within the Annual Declaration of Courses.

Non-award courses enrich the overall course offering of the University. These courses enable VU to rapidly respond to the needs of individuals, industry, the professions/ vocations and the broader community for educational, personal and professional development purposes.

A non-award course is approved, monitored and may be deleted on the basis of the annual review against criteria such as:

- demand;
- enrolment; and
- financial considerations.

Types of VU non-award courses

The following details the context for understanding and defining the relationship between award qualifications and the categories of non-award outcomes. There are three distinct categories of non-award courses:

- *Category 1: VU non-award for educational and continuing professional development purposes:*

Students are enrolled at the University in a course that is not an AQF qualification, or not a full AQF qualification. The non-award course may be assessed; and recognition or certification may include a Statement of Attainment or Certificate of Completion. This may attract credit on application for further study in a relevant AQF qualification. Examples include: bridging courses; *Course in*…; ELICOS; foundation courses; individual units of study; legislative or licensing specific course; skill sets; and vocational preparation or enhancement courses.

- *Category 2: VU non-award AQF qualification:*

Students are enrolled at the University in an AQF qualification; are assessed by VU for part or all of the qualification on behalf of an external body/agency; and are issued with a VU transcript attesting to their enrolment and results. In addition some courses are subject to external quality audit processes. On completion of specified studies the student is issued with a testamur from the external body/agency. Examples include: VCE or VCAL with the certification issued by the Victorian Curriculum and Assessment Authority (VCAA).

- *Category 3: VU non-award for personal development, specific skill or leisure activity:*

Participants are not enrolled as students of the University. However, they are registered to participate in the specific activity which is delivered primarily for specific skill/knowledge upgrade, professional development or leisure. This activity is not assessed for the purposes of formal credit in an AQF qualification and completion does not attract formal recognition of achievement for a VU award. Examples include: hobby and leisure courses. Refer to Attachment 1 for distinguishing features of Category 1, 2 and 3 non-award courses.

Overview of non-award course procedure

Non-award courses undergo a three stage process consisting of:

1. Development
   - Development and preparation of non-award course proposal in CAMS.
2. Approval
   - FBOS approves new non-award course for Categories 1 and 3 only.
   - CAPAC approves Category 1 non-award courses, where referred from FBOS, and all Category 2 non-award courses.
3. Monitoring and Deletion
   - Annual review of non-award courses against criteria such as demand and viability.
   - Non-award courses may be deleted if recommended as a result of the annual review.

Note: guidelines including templates and proformas will support the implementation of the non-award procedures.

Guiding principles

Governance Oversight

The ERB is the custodian of the Non-award Course Procedure.

Risk analysis and mitigation

In instances where non-award courses are offered to address a legislative need, it is imperative that external and professional accreditation is handled in the same manner as award courses.

Although non-award courses may hold limited risk for VU, the risk to its reputation must be a consideration. To ensure that both quality and risk to VU is adequately considered, a course approval process for non-award courses has been developed.

Roles, responsibilities and accountabilities

To clarify roles, responsibilities and accountabilities of individuals and committee/boards related to the course approvals process of non-awards.

Quality processes

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

To facilitate a non-award course approvals process that ensures quality of the content of the non-award. The nonaward course will be reviewed annually.

Responsive processes

The approval process must ensure a streamlined and responsive approach. Non-award courses are often designed to meet a specific need within short timeframes, such as addressing a short turn around government tender or a significant commercial opportunity. In exceptional cases and commensurate with financial delegation and the conditions of the tender or contract the non-award procedures timeline may be varied by a member of the senior management group.

Acronyms

AQF	Australian Qualifications Framework
CAMS	Course Approvals and Management System
CAPAC	Courses and Pathways Advisory Committee
CAPS	Courses and Pathways Services
ERB	Education and Research Board
FE	Further Education
FBOS	Faculty Board of Studies
FCC	Faculty Courses Committee
HE	Higher Education
HOS	Head of School
VE	Vocational Education
VU	Victoria University

Definitions

Accreditation	The process for approval by the legislated accrediting authority of a program of learning leading to an AQF qualification using the quality assurance standards for the relevant education and training sector.
AQF qualification	The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. (AQF)
Award of an AQF qualification	Occurs when a student has met the requirements of the course and the award is certified through the issuance of a testamur. The term "conferral" may also be used to describe this process.
Course	A structured program of learning built around a range of specific learning outcomes usually delivered in or by an educational training institution through an approved curriculum.
Course approval	The endorsed process for development, consideration and verification of new or replacement courses of study. Process of approval involves consideration of associated educational and financial matters by governance and management committees such as Faculty Boards of Study, Education and Research Board and Education Strategy Management Committee.
Head of Faculty	The position responsible for overall management of Faculty such as Dean, Executive Dean or Associate Director.
Non-award course	A course for educational purposes or personal and professional development that does not result in issuing of a VU testamur.
Qualification	Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies. A qualification is often referred to as an 'award' irrespective of the level of formality associated with its issuance.

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

Senior Officer	Senior manager specified in procedures as responsible for approving steps in process, particularly steps related to partnership agreements. Examples include DVC and Vice President (International)
Student	A student is a person who is enrolled in a formal program of learning in an education institution and/or workplace setting. (AQF)
Training Package	An integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising people's skills, developed by industry to meet the training needs of an industry or group of industries. Training packages consist of core endorsed components: competency standards, assessment guidelines and qualifications. They may also include optional non-endorsed components in the form of support materials such as learning strategies, assessment resources and professional development materials.
Transition Arrangements	Arrangements that apply to a cohort or individual student where their course or pathway has been deactivated. Transition may include: transfer to an alternate course (with relevant advanced standing) or continuance in their old course
Unit of study	Single unit from a course accredited under VU's self-accrediting status or a single unit or group of units of competency from an externally registered qualification.

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

Non-award course procedures

Non-award courses undergo a three stage process consisting of:

Stage 1: Development of Non-Award Course

1.1   The non-award course proponent will develop and prepare the non-award course proposal in CAMS. This involves seeking advice from the Faculty finance officer on the course costing sheet. The proponent will submit the proposal to the Head of School (HOS) for endorsement.

1.2   The HOS will determine whether the non-award course meets the identified category features and assesses any risk to VU in terms of management risk (eg. resources required to offer and deliver non-award course). The HOS will consider the full non-award course and units report, including any supporting documents and costing sheet. The HOS will endorse the non-award course and refer to the relevant FCC.

Stage 2: Approval of Non-Award Course

2.1   The FCC will consider the application and ensure that the proposal meets the requirements of non-award criteria and intended outcomes. The FCC will consider the full non-award course and units report, including any supporting documents and costing sheet. The FCC will endorse the non-award course and recommend to FBOS.

2.2   The FBOS will consider all new non-award courses. All Category 2 non-award courses will be recommended to CAPAC for consideration and approval. FBOS may refer Category 1 and 3 non-award courses to CAPAC for approval if a course is considered to be high risk.

2.3   CAPAC assesses and approves those non-award courses referred to the committee.

Stage 3: Monitoring and Deletion of Non-Award Course

3.1   The non-award course will be monitored annually against criteria that include consideration of factors such as student demand, satisfaction, completion and viability. These indicators will vary depending on the category of non-award course.

3.2   The Course Coordinator/Program Manager will respond to a non-award template monitoring report that requires a recommendation of course continuations or deletion for referral to the HOS.

3.3   The HOS will review the non-award monitoring report, including the recommendation to confirm or reject, and refer their decision to the FCC.

3.4   The FCC will consider the recommendation and approve the non-award course status as 'continuing' or 'deactivated'.

3.5   The non-award course proponent will update status of non-award course in CAMS.

3.6   The FBOS will note the recommendation from the FCC minutes.

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

Course approval process for all categories of non-award courses at VU					
	Proponent	**Head of School**	**FCC**	**FBOS**	**CAPAC**
Steps	1	2	3	4	5
Process	Rationale	Determines whether the non-award course meets the identified category features and assesses any risk to VU in terms of governance or management risk (eg, resources required to offer and deliver course).	Considers application and ensures proposal meets requirements of Non-award criteria and intended outcome.	Assesses whether non-award course holds any governance/risk to VU reputation /risk to any other VU Faculty. Ensures that the course complies with all relevant educational policies and procedures.	Assesses all Category 2 non-award courses for approval. Assesses FBOS referred Category 1 and 3 non-award courses that have been deemed high risk.
Documentation	Develop and prepare non-award course proposal in CAMS.	Full non-award course and units report including any supporting documents and costing sheet.	Full non-award course and units report including any supporting documents and costing sheet.	Full non-award course report including any supporting documents and costing sheet. AND Minutes of FCC	FCC Full non-award course report including any supporting documents and costing sheet. AND Minutes of FBOS
Recommended Actions	Develop and prepare non-award course proposal, including seeking advice from the Faculty finance officer on course costing sheet.	Endorses course and refers to FCC.	FCC Endorses course and recommends to FBOS.	Approves new non-award course for Categories 1 and 3 only	Approves all Category 2 non-award courses. Approves FBOS referred Category 1 and 3 non-award courses.
Recommended Outputs	Submit to HOS for endorsement	Place on agenda of FCC.	Place on agenda of FBOS	Category 2 non-award courses must be recommended to CAPAC for approval. Faculty retains the option of forwarding course report to CAPAC for Category 1 and 3 non-award courses	Non-award course approved

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

	VU role and authority	Status of relationship with VU	Course Descriptor	Assessment	Recognition of outcome and certification	Course approval process	Provisions of Statutes	Liability and Insurance	University educational and administrative policies	Funding options	Examples
Attachment 1: Distinguishing features of non-award courses at VU											
Category 1: VU Non-award for educational and continuing professional development purposes											
1. VU non-award for educational and continuing & professional development purposes	Contract with agencies or individuals to provide educational services including assessment as a self-accrediting university and public RTO	Enrolled student	Units that may be, but not always, align to units in an AQF qualifications Not an AQF qualification, or a full AQF qualification, but required to be on VU's Scope of Registration Nationally recognised accredited courses that are not an AQF qualification (Course	Option available to be assessed and outcomes recorded on central university systems (Note: Assessment may involve additional fee payment)	Transcript VU registered to issue certification on behalf of professional body. Statement of results to be used for RPL, credit transfer or validation of completion of professional development requirement Nationally recognised accredited courses that are not an	Faculty managed processes only. Option for referral to CAPAC if required.	Eligible to represent student body	Provisions for student status	Governed by university policies pertaining to students Issue of student card and access to university facilities	Government funded and Fee for Service	NEAS approved courses (ELICOS) *Course in…* OET courses Single/Skill Sets/Cluster of units Continuing Legal Education Government training

				AQF qualification (Course in…) required to be on VU's Scope of Registration							
			in…)								

Category 2: VU Non-award AQF qualification											
	VU role and authority	Status of relationship with VU	Course Descriptor	Assessment	Recognition of outcome and certification	Course approval process	Provisions of Statutes	Liability and Insurance	University educational and administrative policies	Funding options	Examples
2. VU non-award AQF qualification	Authorised by accrediting body (eg. VCAA) to deliver and assess AQF qualification on their behalf	Enrolled student	An AQF qualification	Assessed for all or part of the course on behalf of external group/body and on. Completion may attract recognition of achievement for a VU award course	Transcript Results reported on completion of specified studies to external body/agency; required to be on VUs Scope of Registration and subject to external audit Completion may attract recognition of achievement for a VU	Faculty managed processes and recommendation to CAPAC for approval	Eligible to represent student body	Provisions for student status	Governed by university policies pertaining to students Issue of student card and access to university facilities	Government funded Youth Allowance provisions	VCE, VCAL

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

				award for some elements						

Category 3: VU Non-award for personal development, specific skill or leisure activity										
	VU role and authority	Status of relationship with VU	Course Descriptor	Assessment	Recognition of outcome and certification	Course approval process	Liability and Insurance	University educational and administrative policies	Funding options	Examples
3. VU non-award for personal development, specific skill or leisure activity	Contract with agencies or individuals to provide services to support personal or leisure interests as a registered business (ie. ABN)	Registered participant	Course delivered primarily for specific skill/knowledge upgrade, personal development or leisure activity	Courses are not assessed	Certificate of participation No formal record of achievement	Generally Faculty managed processes Faculty may refer courses to CAPAC if deemed high risk	Public liability	Not able to invoke provisions outlined in University policies pertaining to students	Fee for Service	Short courses (eg. Nail Art, Web page design)

"THIS PROCEDURE IS IN THE PROCESS OF BEING REVIEWED."

References

This procedure is required to support the following:

- Course and Pathways Lifecycle Policy

Supporting Documents

The following documents have been referenced in this procedure:

- *Insert reference link to the relevant Victoria University documents which supports this procedure*

Procedure Control

Procedure Owner: *Position title only*

Policy Owner: *Position title only*

Date Approved by Policy Owner:

Date Effective:

Procedure History:

Version	Approved By	Approval Date	Effective Date	Summary of Changes
Version 1		10 November 2010		Approved version
Version 1.1		12 July 2012		Clarification of unit approval not included in non-award course approval
Version 1.2		02 April 2014		Procedure copied to new template