NON-AWARD COURSE PROPOSAL

New Higher Education: Non-Award Course Template

This template is to be used to provide an outline of potential non-award courses to be offered by a College within Higher Education (HE).

A non-award course is a course offered and/or developed by the University for educational, personal, or professional development purposes, which does not result in issuing of a Victoria University (VU) testamur. Refer [Courses Lifecycle – Non-Award Course Approval (HE) Procedure](https://policy.vu.edu.au/document/view.php?id=20).

The proposer must complete all relevant sections within this template, liaise with their College Finance Business Partner (for Section 4) and the proposer must seek endorsement from their College Dean. The proposer can then submit the completed template to the Governance and Secretariat inbox ([gov.sec@vu.edu.au](mailto:gov.sec@vu.edu.au)) for consideration by the Concept Proposal and Business Case (CPBC) Panel Chair.

Subsequent to the CPBC Panel Chair’s endorsement, the template will be provided to the Assistant Provost of the proposing College for final endorsement. The Governance and Secretariat unit will notify the proposing College and the Academic Quality and Standards (AQS) unit of the final outcome so they can commence the next stage of entering details into the Course Administration Management System (CAMS) and governance committee approvals. Noting that approval must still be sought from the Course Advisory Committee (CAG) of the proposing College, Courses Committee and Academic Board for all award and non-award courses before they can be launched in line with the existing [Courses Lifecycle Policy](https://policy.vu.edu.au/document/view.php?id=6) and [Procedures.](https://policy.vu.edu.au/browse#C)

**Important Note:** This template is not required to be considered by the entire CPBC Panel at a formal meeting. The endorsement of the non-award course will be noted only at the following CPBC Panel meeting, unless specified by the Panel Chair.Courses must not proceed to development prior to completion of the specified review and endorsement process. Refer to [Courses Lifecycle – Concept Proposal and Business Case (HE) Procedure](https://policy.vu.edu.au/document/view.php?id=394).

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| **SECTION 1A: PROPOSAL DETAILS** |

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| **AQF Leve**l: Choose an item. | **Course Offered**: Choose an item. |
| **Undergraduate**: Choose an item. | **Postgraduate**: Choose an item. |
| **New Delivery Location**: Choose an item. | **New Mode of Delivery**: Choose an item. |
| **Enrolment Type:** Choose an item. | **CRICOS Code**: Choose an item. |
| **Purpose of Non-Award Course**: Choose an item.  Refer Part C: Non-Award Course Design within the [Non-Award Course Approval (HE) Procedure](https://policy.vu.edu.au/document/view.php?id=20) for full definitions. | **Requires professional accreditation:** Choose an item. |

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| Proposing College: | <insert text> |
| Proposed Course Title: | <insert text> |
| Proposed Start Date: | <insert text> |
| Where the Proposal involves partner delivery (interstate or overseas), TNE must be engaged as part of this initial evaluation. | |
| Proposed Location/Partner(s): | <insert text> |

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| **SECTION 1B: BRIEF PRODUCT OVERVIEW** |
| **1B. Brief overview of the program**. This should include the following:   1. Description of proposed non-award course. 2. Who is the intended market for the course? 3. Is it to address a need from a specific business or industry? 4. Is it a ‘one-off’ or expected to be offered on an ongoing basis? 5. What price will the offering be made available to the public? 6. What is the lead time to have the content ready? |
| <insert text> |

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| **SECTION 2: PROPOSAL RATIONALE – NON-AWARD COURSE** |
| **2. Rationale for Non-Award Course**   1. Why is there a demand for this course now? *(I.e. identified business/industry request, perceived need, to complement existing courses etc.)* 2. Is there a likelihood that completion could count as credit towards a course in the future? When is this likely to occur? |
| <insert text> |

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| **SECTION 3: EVIDENCE OF DEMAND FOR PROPOSED COURSE** |
| Assuming there isn’t a specific request for this course from an industry/business partner, what is the market demand for the course? Evidence of this may include:   1. Market demand from industry bodies. 2. Evidence of competition from other universities/ learning providers. 3. If partnering with a third party, provide information on the third party and assess risk if third party is unable to provide this course. |
| <insert text> |

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| **SECTION 4: HIGH LEVEL FINANCIALS** |
| Please utilise your College Finance Business Partner to assist with the development of financials. Financials should include the following:   1. Price of course 2. Expected numbers to take course 3. Total revenue 4. Cost to develop content (one-off cost) 5. Cost to deliver content (staff cost) 6. Net margin   If net margin is more than 30%, then Assistant Provost can approve. If net margin is less than 30%, CFO approval will be required. |
| <Insert High Level Financials> |

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| **SECTION 5: PROPOSAL CONSULTATION AND ENDORSEMENTS** | | | | |
| College Finance Business Partner | Consulted | Yes  No | Date |  |
| Dean (Proposing College) | Endorsed | Yes  No | Date |  |
| Name |  |
| Signature |  |
| Assistant Provost (Proposing College) | Endorsed | Yes  No | Date |  |
| Name |  |
| Signature |  |
| CFO  *(if margin less than 30%)* | Endorsed | Yes  No | Date |  |
| Name |  |
| Signature |  |
| CPBC Panel Chair | Endorsed | Yes  No | Date |  |
| Name |  |
| Signature |  |