

Non-Award Course Proposal

New Higher Education Non-Award Course

Please submit completed Non-Award Course Proposal to the Office of the SDVC

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## Background

* 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.
* All relevant sections within this template must be completed. Following endorsement from the College Finance Business Partner (for Section 4), and Executive Dean *(Proposing College)*, the proposal should be submitted the Office of the Senior Deputy Vice-Chancellor and Chief Academic Officer (SDVC) for consideration by the SDVC via SDVC@vu.edu.au.
* Subsequent to the SDVC’s endorsement, the template will be provided to the Executive Dean of the proposing College for final endorsement. The Office of the SDVC 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)
* Courses must not proceed to development prior to receiving approval of the Proposal by the SDVC.
* Refer [Courses Lifecycle – Non-Award Course Approval (HE) Procedure](https://policy.vu.edu.au/document/view.php?id=20) and [Courses Lifecycle – Concept Proposal and Business Case (HE) Procedure](https://policy.vu.edu.au/document/view.php?id=394)

## Part 1: Proposal Details and Program Overview

*Where the proposal involves partner delivery (interstate or overseas), VU Global* ***must*** *be engaged as part of this initial evaluation.*

|  |  |
| --- | --- |
| Proposed Course Title: <insert text> | **Proposed Start Date:** <insert text> |
| Proposing College: <insert text> | **Course Offered:** Choose an item. |
| AQF Level: Choose an item. | **CRICOS Code**: Choose an item. |
| Undergraduate: Choose an item. | **Postgraduate**: Choose an item. |
| New Delivery Location: Choose an item. | **New Mode/s of Delivery**: Choose an item. |
| Enrolment Type: Choose an item. | **Requires professional accreditation:** Choose an item. |
| Proposed Location/Partner(s): <insert text> | **Purpose of Non-Award Course:** Choose an item. |
| Brief overview of the program, including:* Description of proposed non-award course.
* Who is the intended market for the course?
* Is it to address a need from a specific business or industry?
* Is it a ‘one-off’ or expected to be offered on an ongoing basis?
* What price will the offering be made available to the public?
* What is the lead time to have the content ready?
 |
| <insert text> |

# Part 2: Proposal Rationale

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

# Part 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:* Market demand from industry bodies.
* Evidence of competition from other universities/ learning providers.
* 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> |

# Part 4: High Level Financials

|  |
| --- |
| Please utilise your College Finance Business Partner to assist with the development of financials. Financials should include the following:* Price of the course
* Expected numbers to take the course
* Total revenue
* Cost to develop content (one-off cost)
* Cost to deliver content (staff cost)
* Net margin

*Note: If net margin is less than 30%, Deputy Vice-Chancellor Finance approval will be required.* |
| <insert text> |

# Part 5: Proposal Consultation and Endorsement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College Finance Business Partner | **Consulted:** | <Y/N> | **Date:** |  |
| Executive Dean (Proposing College) | **Endorsed:**  | <Y/N> | **Date:** |  |
| **Name:** |  |
| **Signature:** |  |
| Deputy Vice-Chancellor Finance *(if margin is less than 30%)* | **Endorsed:**  | <Y/N> | **Date:** |  |
| **Name:** |  |
| **Signature:** |  |
| Senior Deputy Vice-Chancellor | **Endorsed:**  | <Y/N> | **Date:** |  |
| **Name:** |  |
| **Signature:** |  |