Courses Lifecycle - Non-Award Course Approval (HE) Procedure

Section 1 - Summary

(1) This Procedure defines the requirements for the approval and amendment of Higher Education (HE) Non-Award courses.

(2) The Procedure enables the University to maintain a clear distinction between Award and Non-Award courses.

Section 2 - Scope

(3) This Procedure applies to Non-Award courses regulated by the Tertiary Education Quality and Standards Agency (TEQSA).

(4) This Procedure does not apply to Non-Award courses regulated by the Australian Skills Quality Authority (ASQA).

(5) This Procedure does not apply to Non-Award courses regulated by the Victorian Registration and Qualifications Authority (VRQA).

Section 3 - Policy/Regulation

(6) Courses and Pathways Lifecycle Policy

Section 4 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
New Non-Award Courses Approval / Non-Award Course Re-approval	
Refer to Courses Lifecycle - Concept Proposal and Business Case (HE) Procedure	Concept Proposal and Business Case are prepared and approved as outlined in the relevant Procedure.
College or proposing staff	Prepares course curriculum documentation as guided by template.
College Course Advisory Group or equivalent	Considers and recommends the Non-Award course curriculum proposal to the Executive Dean or delegate.
Executive Dean of College	Recommends the Course Curriculum Proposal to the Courses Committee of Academic Board.
Courses Committee	Considers and recommends the course curriculum proposal to Academic Board.

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Academic Board	Endorses the course curriculum proposal for final approval (via acceptance of the minutes of Courses Committee).
Director, Academic Quality and Standards	Reviews the final, endorsed course curriculum proposal to ensure it is complete and ready for approval. Forwards the course curriculum proposal to the Vice-Chancellor for signature.
Vice-Chancellor	Approves the Non-Award course curriculum proposal.
Amendments to Non-Award Courses	
Refer to Courses Lifecycle - Award Course Accreditation (HE) Procedure Part I (Endorsements and Approvals)	Approval process for major amendments to Non-Award courses.
Executive Dean of College	Approves minor amendments to Non-Award courses.
Director, Academic Quality and Standards	Reviews minor amendments to ensure they meet the criteria to be classified as minor. Forwards the amendment to the Senior Deputy Vice-Chancellor and Chief Academic Officer for signature.
Senior Deputy Vice-Chancellor and Chief Academic Officer	Approves minor amendments to Non-Award courses.
Academic Quality and Standards	Finalise minor modifications to Non-Award courses.

Part B - Principles of HE Non-Award Courses

(7) 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.

(8) VU clearly distinguishes Non-Award courses from Award courses through assigning specific codes and titles.

(9) VU is transparent with applicants and students about the status of the course they wish to study, ensuring that Non-Award students understand that their studies will not lead to an Award of the University.

(10) Design of Non-Award courses is based on:

a. Proposed student cohort (ie. domestic, international on-shore or international off-shore); and
b. Proposed course outcomes, specifically if they will be assessed (and therefore potentially credit-bearing) or not.

(11) Non-Award courses may not contain any accredited Award units.

Part C - Non-Award Course Design

Bridging Course for Overseas-Trained Professionals

(12) Bridging courses are:

a. Provided via specific Commonwealth Supported Place (CSP) funding;
b. Assessed;
c. May be CRICOS-registered.

Enabling Course

(13) Enabling courses are:

a. Available to domestic and international students;
b. Provided via specific CSP funding (for domestic students) and on a fee for service basis (for international students);
c. Assessed;
d. May be CRICOS-registered.

English Language Intensive Courses of Study (ELICOS)

(14) ELICOS courses are:

a. Available to international students only;
b. Provided on a fee for service basis;
c. Assessed;
d. Must be CRICOS-registered.

Non-Award Course (Assessed)

(15) Assessed Non-Award courses are:

a. Available to all students;
b. Provided on a fee for service basis;
c. Assessed;
d. May be CRICOS-registered.

Non-Award Course (Non-assessed)

(16) Non-assessed Non-Award courses are:

a. Available to all students;
b. Provided on a fee for service basis;
c. Not assessed;
d. Not able to be CRICOS-registered.

Part D - Before Non-Award Course Approval

(17) Prior to course development, a Non-Award Course Proposal and Business Case must be prepared for all proposed new Non-Award courses (Refer to Courses Lifecycle - Concept Proposal and Business Case (HE) Procedure).

(18) Course development cannot commence until the Non-Award Course Proposal and Business Case is endorsed by the Senior Deputy Vice-Chancellor and Chief Academic Officer.

Part E - New Non-Award Course Approval

Preparing the Non-Award Course Curriculum Proposal

(19) The College must develop a Non-Award Course Curriculum Proposal. This documentation is prepared within the

template provided.

(20) All Non-Award Course Curriculum Proposals must include detailed learning and teaching information, including:

a. Course learning outcomes;
b. Admission requirements by cohort;
c. Educational rationale for the course;
d. Course structure, including course completion rules;
e. Work-Integrated Learning components.

(21) Where a Non-Award course will be offered to international students and CRICOS registration is available, CRICOS details must also be included (Refer Courses Lifecycle - Management of the CRICOS Register (HE) Procedure).

(22) If the Non-Award course requires Professional Accreditation, details must be provided regarding this matter. Evidence of consultation with relevant Professional Accreditation bodies is required. (Refer to Courses Lifecycle - Professional Accreditation and Industry Recognition Procedure).

(23) Where a Non-Award course is to be offered interstate or offshore, key quality assurance details as directed by the template must also be provided regarding the particular delivery location and / or partner arrangement. Evidence of consultation with relevant partners is also required.

Part F - Non-Award Course Amendments

(24) All changes to existing Non-Award courses must comply with:

a. External and internal academic standards, policy and regulations (including, but not limited to, the Higher Education Standards Framework (Threshold Standards) 2021 (Cth) and the Education Services for Overseas Students (ESOS) Framework).
b. The requirements of relevant professional accrediting and disciplinary bodies.
c. Institutional strategic directions and curriculum requirements at the time.
d. Approved quality assurance arrangements with external partners.
e. Internal capacity (including availability of specialist staff and resources as needed).

Part G - Types of Amendments

(25) Amendments to Non-Award courses are classified as one of the following:

a. Major Amendment
b. Minor Amendment
c. Minor Modification

Major Amendments

(26) Major amendments include any changes which:

a. Change admission requirements to a course;
b. Change course learning outcomes;
c. Propose a new unit;
d. Change the structure of the course;
e. Change the course completion rules;

f. Change delivery locations for a course;
g. Add or remove delivery partners for a course;
h. Change delivery mode of a course;
i. Change professional accreditation;
j. Change Work Integrated Learning (WIL) requirements;
k. Involve other significant curriculum matters deemed by the Senior Deputy Vice-Chancellor and Chief Academic Officer to require Academic Board consideration.

Minor Amendments

(27) Minor amendments include amendments which:

a. Change the delivery location of a unit;
b. Change the delivery mode of a unit;
c. Change the WIL requirements of a unit;
d. Add or remove delivery partners for a unit;
e. Change the introduction to a course or unit;
f. Change or reconfigure unit learning outcomes;
g. Change assessment;
h. Change the grade set;
i. Change required texts lists.

Minor Modifications

(28) Minor Modifications include amendments which:

a. Change the details of the Course Chair or Unit Convenor.

Part H - Non-Award Course Re-approval

(29) Non-Award Courses must be re-approved on a periodic basis.

(30) Re-approval of a Non-Award Course takes place following the Non-Award Comprehensive Course Review process.

(31) When a Non-Award course is submitted for re-approval, the findings of the Comprehensive Course Review must be included in the documentation.

(32) The re-approval process involves the same endorsement and approval steps as for approval of a new Non-Award course (see Roles and Responsibilities table above).

Section 5 - HESF/ASQA/ESOS Alignment

(33) HESF: Standard 3.1 Course Design; 5.1 Course Approval and Accreditation; 5.3 Monitoring, Review and Improvement.

Section 6 - Definitions

(34) Bridging courses for overseas-training professionals

(35) Enabling Courses

(36) Major Amendment – Curriculum-related change that will have significant impact on students. Academic Board (via its standing committees) must oversee and approve the changes. Major amendments are generally changes made at the course level.

(37) Minor Amendment – Curriculum-related change that will alter particular elements of a course or unit's delivery without significantly affecting students or the course as a whole. These changes are noted by Academic Board.

(38) Minor Modification – Change which has minimal effect on students and can be considered primarily administrative in nature.

(39) New Non-Award Course

(40) Non-Award Course

(41) Non-Award Unit

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Glossary Terms and Definitions

"Non-Award Course" - A course of study that does not lead to the issuance of an Award of the University.

"Bridging courses for overseas-training professionals" - A course for overseas trained professionals who are seeking to meet the formal requirements for entry into their profession in Australia.

"Enabling Courses" - A Non-Award course that enables a student to undertake study that leads to admission into a Higher Education Award. Enabling courses cannot be a HE Award course.

"New Non-Award Course" - A Non-Award course that has a new course code and a new title, even if some elements are retained or re-purposed from previous or existing courses.

"Non-Award Unit" - A unit that is approved as part of a non-award course.

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