

Courses Lifecycle Policy

Section 1 - Purpose / Objectives

(1) Victoria University (VU) provides accredited and non-accredited courses across the Higher Education, Vocational Education and Further Education sectors, for delivery on campus, in the workplace & community, with international and domestic institutional partners, and online.

(2) VU is committed to providing courses that support its diverse student body to be capable lifelong learners in a complex global environment.

(3) Design and delivery of courses and pathways ensures cross-sectoral alignment and a coherent course and pathways profile across the AQF.

(4) The purpose of the Courses Lifecycle Policy and associated procedures is to provide quality management across the lifecycle of Victoria University courses and pathways, in order to ensure that they are appropriate to the values and needs of students, and relevant to industry, community and institutional partners.

Section 2 - HESF/ASQA/ESOS ALIGNMENT

(5) (4)HESF: Standard 1.2.1, 1.4.1, 1.5.1, 1.5.3; 3.1.1; 5.1.1, 5.1.2, 5.1.3; 5.3.

(6) (5)Standards for Registered Training Organisations (RTOs) 2015: Standard 1; 2; 4.

Section 3 - Scope / Application

(7) This policy applies to:

- a. Award and non-award courses delivered both locally and internationally by VU, or on behalf of VU.

Section 4 - Definitions

(8) Accreditation: Educational accreditation is a type of quality assurance process under which services and operations of educational institutions or programs are evaluated by an external body to determine if applicable standards are met. If standards are met, accredited status is granted by the appropriate agency. For VU, the relevant accreditation bodies are the Tertiary Education Quality Standards Authority (TEQSA) for higher education, the Australian Skills Quality Authority (ASQA) for vocational education, and the National ELICOS Accreditation Scheme (NEAS) for English language intensive programs.

(9) Advanced Standing: The term 'advanced standing' is used to describe the various methods through which a student or potential student can gain credit towards their study. Advanced standing encompasses 'recognition of prior learning' (RPL), 'recognition of current competence' (RCC), 'credit transfer' and 'skills recognition'.

Advanced standing is an assessment process that recognises the skills and knowledge a student has achieved,

whether that be through study or life/work experience, by matching it with what would be covered in specific units within a course.

(10) Articulation: Course articulation is the process by which one institution matches its courses or requirements to course work completed at another institution. Students use course articulation to assure that the courses they complete will not have to be repeated at the institution to which they are transferring.

(11) Course

(12) Course Approval

(13) Course cancellation

(14) Course deactivation

(15) Course review

(16) Course transition

(17) Credit

(18) External Recognition and Professional Accreditation (ERPA)

(19) Externally accredited courses

(20) Further Education (FE)

(21) Higher Degree by Research (HDR)

(22) Higher Education (HE)

(23) Non-Award Courses

(24) Pathways

(25) Qualification

(26) Recognition

(27) internally accredited courses

(28) Senior Officer

(29) Student: A person who is enrolled in any VU program. This includes students on leave of absence from their studies; research students awaiting thesis examination results; and persons enrolled or registered in non-award programs.

(30) Vocational Education (VE)

Section 5 - Policy Statement

(31) Educational processes at Victoria University for course design, development, approval, monitoring and review are guided by the principles of:

- a. Developing coherent courses and pathways so that students have access to modular, vertically-integrated

- qualifications that allow for multiple entry and exit points across the Australian Qualifications Framework (AQF);
- b. Ensuring that pathways for students are flexible, clear, transparent and systemic, facilitating credit and recognition arrangements to ensure access to a wide range of pathways options;
 - c. Ensuring that course design and approval includes comprehensive consultation with industry, professions, partners and stakeholders and alignment to VU strategic priorities;
 - d. Designing courses to support students' success as they transition through courses and pathways;
 - e. Embedding support for students to develop capabilities for the future;
 - f. Ensuring that ongoing course approval and additions to scope of registration are contingent on evidence-based decision-making and external benchmarking;
 - g. Facilitating the development and operations of collaborative communities through team-based course design, development, management and collaborative review by VU and partner organisations;
 - h. Developing and designing courses is informed by peer review and scholarly understanding of theory and practice derived from discipline knowledge, pedagogy, and understanding of professional and industry contexts;
 - i. Ensuring that students are not disadvantaged where course review leads to significant changes to or discontinuation of a course;
 - j. Monitoring course development, approval and review to ensure compliance with regulatory requirements.

(32) The Vice-Chancellor has authority to approve new courses, make changes to existing courses and approve discontinuation of courses, after considering any advice from the Academic Board.

(33) As specified in related Procedures, the Vice-Chancellor may delegate authority to approve some matters to the Provost or nominee after endorsement by Academic Board.

(34) In the case of minor changes to courses, which are developed in a manner consistent with Procedures, the Provost or nominee may have delegated authority to approve proposals after endorsement by Deans of Colleges and to notify Academic Board of the outcomes.

Section 6 - Procedures

(35) [Courses Lifecycle - Annual Course Monitoring \(HE\) Procedure](#)

(36) [Courses Lifecycle - Award Course Accreditation \(HE\) Procedure](#)

(37) [Courses Lifecycle - Award Course Amendments \(HE\) Procedure](#)

(38) [Courses Lifecycle - Award Course Approval \(VET\) Procedure](#)

(39) [Courses Lifecycle - Award Course Design \(HE\) Procedure](#)

(40) [Courses Lifecycle - Award Course Nomenclature and Coding Procedure](#)

(41) [Courses Lifecycle - Comprehensive Course Review \(HE\) Procedure](#)

(42) [Courses Lifecycle - Concept Proposal and Business Case \(HE\) Procedure](#)

(43) [Courses Lifecycle - Course Approval Procedure - Higher Degrees by Research](#)

(44) [Courses Lifecycle - Course Cessation and Student Transition \(HE\) Procedure](#)

(45) [Courses Lifecycle - Course Cessation and Student Transition \(VET\) Procedure](#)

- (46) [Courses Lifecycle - Professional Accreditation and Industry Recognition Procedure](#)
- (47) [Courses Lifecycle - Dual and Joint Awards Procedure](#)
- (48) [Courses Lifecycle - External Referencing Procedure](#)
- (49) [Courses Lifecycle - Higher Degree by Research Comprehensive Review of Courses Procedure](#)
- (50) [Courses Lifecycle - Higher Degrees by Research Annual Course Monitoring Procedure](#)
- (51) [Courses Lifecycle - Inherent Requirements of Study Procedure](#)
- (52) [Courses Lifecycle - Management of the CRICOS Register \(HE\) Procedure](#)
- (53) [Courses Lifecycle - Management of the CRICOS Register \(VET\) Procedure](#)
- (54) [Courses Lifecycle - Managing the Register of Awards Procedure](#)
- (55) [Courses Lifecycle - Non-Award Course Approval \(HE\) Procedure](#)
- (56) [Courses Lifecycle - Non-Award Course Approval \(VET\) Procedure](#)

Section 7 - Guidelines

- (57) [VU Course Architecture](#)

Status and Details

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Effective Date	27th August 2014
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Approval Date	27th August 2014
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Accountable Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077
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Glossary Terms and Definitions

"Course Approval" - The endorsed process for development, consideration and verification of new or replacement courses of study. The process of approval involves consideration of both educational and financial matters by governance and management committees.

"Course" - The overall program of study in which the student is enrolled.

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

"Credit" - Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of time required to achieve a qualification and may be through credit transfer, recognition of prior learning or academic credit.

"Pathways" - Formally agreed structures by which students may move through qualification levels and between courses with full or partial recognition for the qualifications and/or learning outcomes they already have achieved.

"Higher Degree by Research (HDR)" - A Higher Degree by Research (HDR) is a postgraduate award at Master or Doctoral level at AQF 9 or 10 respectively, of which two thirds or more is research and research training. The major part of assessment of these courses must be in the form of reporting the outcomes of a research project/s conducted as the research component of the degree. A HDR may also include a coursework component, which is one or more accredited units of study designed to address and area(s) of content and/or skill development within the HDR program.