Course Development, Approval And Review Procedure

PROCEDURE PURPOSE
This procedure explains the processes to ensure the development, approval and review of courses delivered by UTS College and third parties meet the desired student learning outcomes of specific subjects and the graduate attributes of each program as well as being compliant with all relevant legislative and stakeholder requirements.

SCOPE

This procedure applies to all staff responsible for any aspect of the development, approval and review of all courses offered by UTS College and a 3rd party, regardless of location or mode of delivery. It also applies to any external advisory groups and other relevant bodies such as the UTSCollege Academic Board.

The development, approval and review of the UTS Foundation Studies Programs remains the responsibility of UTS, however UTS College is responsible for advising UTS on the efficacy of the programs and initiating reviews when and where improvements and enhancements would benefit the quality of the programs.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
COURSE PROPOSAL - NEW AND MAJOR CHANGE (2) TO AWARD COURSES		
Preparation of business case	1. Business Case documentation to be prepared	Education, Partnership and Growth
Evaluation of business case	2. The Business Case will be submitted to the Executive for evaluation and approval to: proceed; recommendation of matters for further consideration; or withdrawal of proposal. The business case for a new course and major changes (2) to a course must include: • Alignment with UTS College's strategic direction, purpose and values; • A rationale for the new course/ major change (2) or new delivery site; • Outline of the new course/major change (2) aims; • A market intelligence report of course demand and projected enrolment; and • An outline of resource requirements	Executive
Decision on viability of business case	3. The Insearch Limited Board will decide whether to approve the business case prior to further course development.	Insearch Limited Board

COURSE APPROVAL – NEW AND MAJOR CHANGE (2) TO AWARD COURSES

Development of formal course proposal (New Course /Major change (2))	4. Prepare a formal Course proposal for approval In addition to details contained in the approved business case the formal course proposal should include: • Admission selection criteria for the course • Intended course structure, location, duration and mode of delivery • The alignment to the UTS equivalent subject /s (if applicable) • Learning and teaching strategies and approach that aligns to the UTS College model of learning • Graduate attributes, intended learning outcomes and mapping of alignment of subjects/levels • How the knowledge and skills required of the AQF level are achieved through the subject learning outcomes and program overall • Subject /level description details with outline and mapping of alignment of assessments and subject/level learning outcomes • Intended articulation into UTS courses where applicable • Resources required • transition plan if change of course structure • Expected timing of implementation • Alignment with the relevant standards and legislation *See course and assessment design guidelines*	Program Manager or Director of Studies in consultation with Learning Quality Unit Manager
Endorsement of proposal	5. The formal course proposal is submitted to the Learning and Teaching committee and Academic Standards Committee	Learning and Teaching Committee/ Academic Standards Committee
External endorsement of proposal	6. Convene Course Advisory Committee (CAC)/ELT equivalent and present formal course proposal for external advice and expertise	Dean of Studies, Learning Quality Unit Manager, Program Manager or Director of Studies
Approval	7. The formal course proposal is submitted to the Academic Board for approval or in the case of UTS Foundation studies for endorsement	Academic Board
Approval UTS Foundation Studies	8. The formal course proposal is submitted to the UTS Course Planning Committee	UTS Course Planning Committee
Approval UTS Foundation Studies	9. The formal course proposal is submitted to the UTS Learning and Teaching Committee and UTS Academic Board	UTS Learning and Teaching Committee and UTS Academic Board
Record	10. The formal course proposal and approvals are stored electronically in a shared access site for education managers	Education services

TEQSA REQUIREMENTS

Course Accreditation for New courses	11. Prepare and submit Accreditation Application and supporting evidence in the TEQSA approved format, together with the preliminary assessment fee.	Chair ASC
CRICOS Registration	12. For courses that are open to international student enrolment, prepare and submit a CRICOS registration for new CRICOS codes for the new courses	Registrar
Material change notification	13. If a major change (2) has been approved for a TEQSA-accredited course, a material change notification must be made to TEQSA.	Program Manager Director of Studies Governance
ELICOS Assessment New courses	14. Prepare and submit the Application Form – Adding an English Language Intensive Course for Overseas Students (ELICOS) course of study on CRICOS.	Director of Studies Governance

UTS APPROVAL OF ARTICULATION ARRANGEMENTS AND CREDIT RECOGNITION

UTS Approval of Articulation Arrangements and Credit Recognition (For Diploma and Premasters)	15. Manage the liaison with relevant UTS Faculty personnel, and or UTSI including Associate Deans (Teaching & Learning) in relation to Faculty approval and recommendations for UTS approval of External Articulation Arrangements and credit recognition.	Program Manager
UTS Course approval system (For Diploma and Premasters)	16. Provide course proposal information in support of Faculty approval processes, and the administrative requirements of the UTS Online Course Approval Process (OCAP) system. Report stage of approval to Dean of studies 17. Monitor the progress of articulation applications via the OCAP system and circulate notifications to key internal staff.	Program Manager Governance
Communication of approval (For Diploma and Premasters)	18. Circulate approval notifications to key internal staff.	Governance

DEVELOPMENT

Creation of project team	19. If the scale of the project requires, set up a project to ensure the organisational changes necessary take place	Program Manager Director of Studies Project Delivery Team Learning Experience Lead

Course development	20. Hire curriculum writers and engage LED team 21. Develop the course in accordance with the UTS College Integrated Model of learning and associated guidelines. *See course and assessment design guidelines and Integrated Model Guidelines canvas course*	Project Manager Program Manager Director of Studies Learning Experience Lead
Implementation	22. With the project team plan the timing of implementation and any transitional arrangements for Sydney and any offshore centres	Program Manager Director of Studies Project Team Learning Experience Lead

PROPOSAL AND APPROVAL OF MAJOR (1) CHANGES

Prepare proposal of major (1) course change	23. Prepare a change to Course proposal for approval. The proposal should include the following where applicable:
	    a. An outline of the intended change
	    b. the rationale for the change
	  c. The alignment to the UTS equivalent subject (if applicable)
	  d. the impact on the program/course with regard to UTS articulation
	  e. any change to the mapping to intended learning outcomes or subject learning outcomes
	    f. any impact on the student experience
	  g. any change to the course structure, location, duration and mode of delivery
	  h. the Learning and Teaching strategies and approach that aligns to the UTS College model of learning
	    i. resources required
	    j. intended timing of change
	    k. transition plan if change of course structure
		Academic/ Program Coordinator
		
		 Program Manager
		
		 Director of Studies
		 Learning Quality Unit Manager

Endorse	24. The proposal is submitted to one or both of the following committees
	  a. course changes that impact pedagogy or curricula are endorsed by the Learning and Teaching Committee
	  b. Those that impact the structure/ study plan of a course require Academic Standards Committee
		Learning and Teaching Committee
		 Academic Standards Committee

Approve	25. The proposal is submitted for approval	Academic Board
Approve Foundation studies	26. The proposal is submitted for approval	UTS Course Planning Committee

If required: UTS Approval of Articulation Arrangements and Credit Recognition (For Diploma and Premasters)	26. Manage the liaison with relevant UTS Faculty personnel, UTSI, including Associate Deans (Teaching & Learning) in relation to Faculty approval and recommendations for UTS approval of External Articulation Arrangements and credit recognition.	Program Manager
If required: UTS Course approval system (For Diploma and Premasters)	27. Provide course proposal information in support of Faculty approval processes, and the administrative requirements of the UTS Online Course Approval Process (OCAP) system. Report stage of approval to Dean of studies 28. Monitor the progress of articulation applications via the OCAP system and circulate notifications to key internal staff.	Program Manager Governance
Recording	29. The proposal and approval should be stored electronically in a centralised area	Education Services
DEVELOPMENT		
If required: Creation of project team	30. Set up a project to ensure the organisational changes necessary take place	Program Manager Director of Studies Project Delivery Team Learning Experience Manager
Curriculum development	31. Hire / create curriculum writing team and engage the LED team 32. Develop the changes in accordance with the UTS College Integrated Model of learning and associated guidelines. See course and assessment design guidelines and Integrated Model Guidelines canvas course	Program Manager Director of Studies Learning Quality Unit Manager Project Manager
Implementation	33. With the project team plan the timing of implementation and any transitional arrangements for Sydney and any offshore centres	Program Manager Director of Studies Project Team Learning Quality Unit Manager
Implementing	34. If changes are to be made as BAU for the Academic/Program coordinator The approved changes are made to the subject/level	Academic / Program Coordinator Program Manager Director of Studies Learning Experience Lead

PROPOSAL AND APPROVAL OF MINOR CHANGES

Prepare proposal for minor course change	35. Create proposal for a minor change that includes an outline the intended change, the rationale for the change and any mapping to intended learning outcomes. Typically, this would emanate from the *continuous improvement register*	Academic/ Program Coordinator Program Manager Director of Studies
Approval	36. The proposal is submitted to one of the following committees for approval: • Minor course changes that impact pedagogy or curricula are endorsed by the Learning and Teaching Committee • Those that impact the structure/ study plan of a course require Academic Standards Committee endorsement	Learning and Teaching Committee Academic Standards Committee
Endorsement	37. Summaries of the approved minor changes made along with the rationale should be presented annually to the AB for endorsement and to UTS for Foundation	Academic Board UTS
Recording	38. The proposal and approval should be stored in a centralised database and the automated process for CI updated with approval as per the continuous improvement procedure	Education Services Program Managers Chairs of the Sub committees
Implementing	39. The approved changes are made to the subject/level	Subject / Program Coordinator Program Manager Director of Studies Learning Experience Lead

PROPOSAL AND APPROVAL OF STANDARD CHANGES

Standard Change	40. Changes that do not impact the learning objectives or alignment in a subject. They should be recorded in the continuous improvement register and approval sought as per the Continuous improvement procedure.	Academic / Program Coordinator Program Manager Director of Studies

COURSE REVIEWS DIPLOMA AND OTHER AWARD COURSES

Preparation of Cyclical review	41. Every 5 years a review will be undertaken for all courses. This will include external referencing and follow the TEQSA standard HESF 5.3: Institutional quality assurance Monitoring, Review and Improvement (below) in scope.	Review working group of the ASC assisted by Program Manager and Learning Quality Unit Manager

Nominate reviewer/s	42. Determine if an external, internal or mix of reviewers should conduct the review	Dean of Studies
Gather information to inform the review	43. The reviews are informed and supported by the regular review of subjects, student performance reports, learning analytics, ci register, ci action plans and feedback from stakeholders looking at the following areas: • Alignment of subject learning outcomes across the program in regard to UTS equivalent • Program design, including program learning outcomes and curriculum alignment (including assessment) • Best practice learning and teaching in accordance with the UTS College model of learning and (ILM guidelines for academic) • External factors including accreditation and compliance and the appropriateness of the admission criteria • Course delivery from all locations benchmarked both external (where possible) and with UTS in regard to student performance • Mode of delivery	Program Manager
Check compliance	44. Check compliance with the HES framework for TEQSA accredited courses	Reviewer/s
Prepare and deliver report	45. Identify opportunities for improvement and prepare a report with recommendations and deliver draft report to the Dean of Studies for review	Reviewer/s Dean of Studies
Seek Endorsement	46. Submit final report with recommendations to the relevant committee (Learning and Teaching Committee or Academic Standards Committee)	Program Manager
Seek external input	47. Convene CAC with relevant UTS members and external personnel to provide external input on the proposed changes	Course Advisory Committee
Finalise proposal	48. Make any necessary adjustments to the proposal and submit to the Academic Board	Program Manager
Approval	49. Review the proposal	Academic Board
Additional approval	50. If the proposal contains major changes (2) to a course the approval process outlined above for TEQSA, UTS and communication to the organisation should be followed.	Program Manager
Organise Project team (if required)	51. Set up project team for changes across the organisation	Dean / Associate Dean/ Program Manager
Develop subject outlines and mapping (if required)	52. Develop the subject outlines, assessment regime and constructive alignment mapping	Program manager / Learning Quality Unit Manager

Seek endorsement (if required)	53. Submit subject outlines and mapping to the L&T Committee	Program Manager
Seek approval (if required)	54. Submit subject outlines and mapping to the Academic Board	Program Manager
Implementation	55. Make the required changes to the subjects	Program Manager Academic Coordinators/ Learning experience Lead
Record	56. The review and approval should be stored in a centralised database	Education Services
COURSE REVIEWS AND APPROVAL FOUNDATION		
Preparation of Cyclical review	57. Every 5 years a full review of the program review will be undertaken. The review will include the design and content of the program, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students' achievement of learning outcomes, modes of delivery, the changing needs of students and identified risks to the quality of the course of study. Adherence to Foundation Standards Review and improvement activities include regular external referencing of the success of student cohorts against comparable courses of study, including: (a) analyses of progression rates, attrition rates, completion times and rates and, where applicable, comparing distinct locations of delivery, and (b) the assessment methods and grading of students' achievement of learning outcomes for selected units of study within courses of study.	Review working group of the ASC assisted by Program Manager and Learning Quality Unit Manager
Nominate reviewer/s	58. Determine if an external, internal or mix of reviewers should conduct the review	Dean of Studies
Gather information to inform the review	59. Collect student performance reports, evidence and documentation of changes made to the course since the last review, benchmarking activities, reports from the annual review of subjects, feedback from students, teachers, and academic coordinators, CI, and action registers	Program Manager

Check compliance	60. Check compliance with the National Standards for Foundation Studies programs	Reviewer/s
Prepare report	61. Identify opportunities for improvement and prepare report with recommendations	Reviewer/s
Deliver report	62. Draft report to be delivered to the Dean of Studies for review	Reviewer/s
Submit proposal for approval	63. Submit proposal to the UTS	Dean Program Manager
Support further approval if necessary	64. UTS Academic Board / TEQSA (Tertiary Education Quality and Standards Agency)	Dean Program Manager
Endorse	65. Submit final report with recommendations to the relevant sub committees (Learning and Teaching Committee and Academic Standards Committee) for endorsement	Program Manager
Endorse	66. Submit the approved changes to the UTS College Academic Board	Program Manager
Organise Project team	67. If necessary, set up project team for changes across the organisation	Dean Program Manager
Develop subject outlines and mapping	68. Develop the subject outlines, assessment regime and constructive alignment mapping	Program manager / Learning Quality Unit Manager
If required, seek approval	69. Submit subject outlines and mapping to UTS	Program Manager
Seek endorsement	70. Submit subject outlines and mapping to the Learning and Teaching committee	Program Manager
Endorse	71. Submit the approved subject outlines and mapping to the UTS College Academic Board for endorsement	Program Manager
Implementation	72. Make the required changes to the subjects	Learning Quality Unit Manager /Program Manager/ Academic coordinator/ Project manager
Record	73. The review and approval should be stored in a centralised database	Education Services

COURSE REVIEWS AND APPROVALS ELT

Preparation of Cyclical review	74. Every 5 years a review will be undertaken for all courses. This will include external referencing with both an internal and an external review and follow the TEQSA standard HESF 5.3 and NEAS Quality Assurance Framework	Review working group of the ASC assisted by Director of Studies and Learning Unit Manager

Nominate reviewer/s	75. Determine if an external, internal or mix of reviewers should conduct the review	Dean of Studies
Gather information to inform the review	76. Collect student performance reports, evidence and documentation of changes made to the course since the last review (ci register), feedback from students, teachers, and program coordinators	Director of Studies
Check compliance	77. Check compliance with the NEAS quality principles and ESOS standards	Reviewer/s
Prepare report	78. Identify opportunities for improvement and prepare a report with recommendations	Reviewer/s
Deliver report	79. Draft report to be delivered to the Dean of Studies for review	Reviewer/s
Seek Endorsement	80. Submit final report with recommendations to the relevant committee (either the Learning and Teaching Committee or Academic Standards Committee)	Director of Studies
Seek external input	81. Convene CAC with external personnel to provide external input on the proposed changes	Course Advisory Committee
Finalise proposal	82. Make any necessary adjustments to the proposal and submit to the Academic Board	Director of Studies
Approval	83. Review the proposal	Academic Board
Implementation	84. Make the required changes to the curriculum	Director of Studies Program coordinator Learning Experience Lead
Record	85. The review and approval should be stored in a centralised database	Education Services

SUBJECT/LEVEL REVIEWS

Continuous Improvement	86. Throughout the year data from semester reports, student feedback and will be collected analysed and actioned as per Continuous improvement procedure . Action plans will be created and reviewed in the sub committees to monitor implementation and effectiveness. These plans will help inform the course reviews 87. Regular reviews (typically 3 years) of all subjects and levels will be undertaken to maintain and enhance the qualityof the programs. The review will address the following as a minimum: • Adherence to Learning and Teaching best practice guidelines • Appropriateness of subject learning outcomes and their alignment with equivalent subject at UTS where applicable • Suitability and quality of subject contents and	Review working group of the L&TC assisted by Program Manager and Learning Quality Unit Manager

	assessment methods • Adequacy of student support • Student performance and Education analytics • Staff and student feedback and actions taken to address this • <mark>Any identified risks or issues</mark>	

Terms of reference for subject reviews	87. Develop and approve of terms of reference for subject reviews including scope of review, any particular focus, composition of working group, roles, responsibilities, and timeline	Learning Unit Manager, Program Manager Director of Studies Associate Dean of Studies Dean of Studies (For approval)
Create working group	88. Assemble the approved working group to conduct the review.	Learning Unit Manager
Prepare material	89. Gather the information necessary for the review	Program Managers Director of Studies Subject / Program Coordinators
Review	90. Conduct the reviews of each subject / level and report findings back to Program Managers/DOS	Working group
Reporting	91. Prepare a report on the proposed changes	Working group
Approval	92. Report presented 93. Changes approved should follow the processes outlined above for implementation	Learning and Teaching Committee Academic Standards Committee (if necessary)
Implement	94. Make the required changes to the subjects / levels	Program Managers Director of Studies Academic / Program Coordinators Learning Experience Manager
Record	95. The proposal and approval should be stored in a centralised database	Education Services

DEFINITIONS

Award Course	A course of study leading to a diploma or certificate of UTS College that is conferred on a student by the UTS College Limited Board
Business Case	Original proposal for a new course or major changes to an existing course.
Course	The sequence of academic subjects that leads to the award of a qualification or a statement of program completion. The sequence of ELT levels that lead to statement of program completion.
Equivalence	Courses are equivalent if they have the same intended learning outcomes and graduate attribute profile.
External Referencing including moderation	A process through which a higher education provider compares an aspect of its operations with an external comparator(s) e.g., comparing the design of a course of study and/or student achievement of learning outcomes with that of a course from another provider.

Level	A 200-hour block of curriculum material for a specific English level
Formal course proposal	Detailed proposal that is prepared for the Academic Board after the Insearch Limited Board approves the initial business case.
Learning Outcomes/Intended Learning outcomes	Learning outcomes express the knowledge and skills a person acquires and is able to demonstrate as a result of learning Both Program Learning Outcomes (PLO's)and Subject Learning outcomes (SLO's)
Level	A 200-hour block of curriculum material for a specific Academic English level
Major Change Two categories Not a material/significant change. Doesn't require TEQSA approval	Proposed changes that don't fundamentally change the nature of the course of study to the extent that TEQSA would require accreditation of a new course. Examples include introducing or changing learning outcomes, introducing a new subject or substantial changes to an existing subject. Will require approval by Academic Board and may need UTS approval regarding credit recognition but doesn't require TEQSA approval
Major change – (2) Material/significant change – requires TEQSA approval	Material/significant changes include: substantial variations to course delivery; or substantial changes to course nomenclature, duration, entry requirements, outcomes or structure; or Any other changes that fundamentally change the nature of the course of study to the extent that TEQSA would require accreditation of a new course. For UTS Foundation Studies: changes, whether incremental or at one time, to more than 25% of the total number of course units or subjects from the time the Program was last approved by UTS.
Minor Change	Changes that impact the learning objectives or alignment in a subject Examples: Changes to a subject/level such as new topics, updating assessment weightings, types of assessment or changes to subject sequence in a course study plan. Requires approval from the sub-committees of the Academic Board Does not require approval by UTS regarding credit recognition.
New Course	A course that is not currently being offered by UTS College.
Non-award course	English Language Intensive Courses for Overseas Students (ELICOS) programs UTS Foundation Studies Program
Program	A program is the term used to describe an organizational area of educational specialization or a field of study. It may include a number of courses or a single course with multiple course delivery options
Standard Change	Changes that do not impact the learning objectives or alignment in a subject. They should be recorded in the continuous improvement register and approval sought as per the Continuous improvement procedure. Examples include:

	changing a text but leaving an activity the same, changing a question in an activity discussion, exam, worksheet, adding, removing or changing content in a lesson without affecting overall lesson objectives
Subject	A unit of study within a course
UTS College	UTS College Limited, its representative offices and its controlled entities.

SUPPORTING DOCUMENTS

- Course Development, Approval and Review Policy
- Course development guideline
- Higher Education Framework (Threshold Standards 2021)
- Australian Qualifications Framework
- ESOS Act
- The National Code for Foundation Studies
- Assessment Policy and Procedure

ADMIN USE ONLY

APPROVAL

Position title:	**Executive Title: Dean of Studies**	Date: 17 August 2023
Procedure Title	Course Development, Approval and Review Procedure	
Executive	Dean of Studies	
Manager	Learning Unit Manager	
Procedure ID	PROC/EDUC/08/23	
Effective Date	17 August 2023	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		July 2022	
1.1	Sally Payne	Include the specified knowledge and skills required of the AQF level and CI process.	17.08.2023