

Higher Education Course Accreditation and Re-accreditation Procedure (CARP)

INTRODUCTION

Course accreditation and re-accreditation is the University's internal quality assurance process that critically evaluates the integrity, quality and effectiveness of its higher education courses, to ensure:

- Compliance with the required academic and delivery standards of the [Higher Education Standards Framework \(Thresholds Standards\)](#) and the [Tertiary Education Quality and Standards Agency Act](#);
- Compliance with the learning outcomes for the qualification are consistent with the level classification for the qualification in the [Australian Qualifications Framework](#); and
- Alignment with the University's strategic and operational planning.

COMPLIANCE

This is a compliance requirement under the

- [Higher Education Standards Framework \(Thresholds Standards\) 2015](#);
- [Tertiary Education Quality and Standards Agency Act 2011](#); and
- [Australian Qualifications Framework](#)

INTENT

This document governs the University's process for approving the accreditation and re-accreditation of courses that lead to Higher Education qualifications.

RELEVANT DEFINITIONS

In the context of this document

Course Advisory Group means the body charged with engaging representatives of major stakeholders (students, graduates, staff, the disciplines, employers, industry, relevant professional bodies and the wider community) in developing, proposing, reviewing and improving courses relevant to a particular school/discipline;

Course means a formally approved/accredited program of study that leads to the award of a qualification;

Course proposer means an academic staff member of the University nominated by the Head of School to be responsible for the development and submission of course accreditation/re-accreditation proposals;

Curriculum Approval Proposal System (CAPS) means the University's course repository used to record, store and access the latest versions of accredited units and courses;

Faculty Executive means a staff member of a the University, holding the title of Pro Vice-Chancellor, Executive Officer, Head of School and Associate Dean Research of a Faculty;

New Course means a course that is being developed in its own right and not based on the re-accreditation of a current course nor replacing a current course;

Re-accredited Course means a course that is being re-accredited with no major changes, which require a new course code being issued, other than to comply with the unit and course policy. However, some changes may require transitional arrangements for continuing students;

Re-developed Course means a course that is being re-accredited and the re-accreditation leads to a significant change; and

Unit means a subject or unit that a person may undertake with a higher education provider as part of a course of study leading to a higher education award.

PROCEDURES

As a self-accrediting higher education provider, the University is responsible for maintaining an effective internal process for course approval and accreditation that includes rigorous academic scrutiny of courses independent of those directly involved in the delivery of the course.

The University's course accreditation and re-accreditation process runs on a standard five (5) year cycle, with a review date recorded against each approved course to indicate when the course will be reviewed and re-accredited. There may also be instances where a course may require a shorter review period to ensure continual improvement and to maintain accreditation between cycles, for example, professional registration/accreditation requirements. This quality assurance cycle is consistently applied to all courses of study, before the courses are first offered and during re-accreditation of the courses.

Stage 1 Resource and Planning

Resource and Planning is the first stage of the course accreditation and re-accreditation process where consideration is given at the Faculty (including School) and central University levels, to planning and resource issues associated.

A Course Advisory Group is established by relevant Head of School/discipline to oversee and advise on the quality of courses, and contribute to the development of submissions for academic, and where applicable, professional re-accreditation, for:

- New course developments;
- Re-accreditation of courses due for five (5) year review;
- Courses that are seeking accreditation due to major changes and/or associated resource implications; or
- Course discontinuations.

A Course Proposer is be appointed to oversee the Resource and Planning submission in the Curriculum Approval Proposal System (CAPS), which must:

- Provide adequate information for the Executive Leadership Group to make informed decisions about the University's course profile, including:
 - Market, student demand, benchmarking;
 - Resources and staffing requirements; and
 - Additional associated costs associated, beyond the Faculty/School budget.
- Provide details regarding curriculum development and proposed structure;

- Indicate new unit development and current unit redevelopment;
- Provide course set up and marketing information, including:
 - Course Title and Code, Award Title, Volume of Learning, Course GOVT Type, AQF level, Field of Education and Area of Study;
 - Course Overview used in SATAC, Higher Education Course Guide, Course/Unit Catalogues; and
 - Entry requirements.

The relevant Head of School will then review the proposal and consider the information in the context of School's resources and strategic plans. The Head of School will either:

- Endorse and recommend the proposal for further review by the Faculty Executive;
- Return the proposal to the Course Proposer for modification; or
- Reject the proposal.

The Faculty Pro Vice-Chancellor, with appropriate advice from the Faculty Executive, will then review the proposal and consider the information in the context of Faculty resources, including whether funds have been sourced or will be acquired in time for course development and delivery, and strategic plans. At this point, the Faculty Pro Vice-Chancellor will either:

- Endorse and recommend the proposal for further review by the Executive Leadership Group;
- Return the proposal to the School or the Course Proposer for modification; or
- Reject the proposal.

A Sub-Committee of the Executive Leadership Group will then review the proposal and consider the information in the context of resource requirements and alignment with the University's strategic direction.

The Executive Leadership Group will either:

- The Vice-Chancellor will approve the proposal;
- Return the proposal to the Faculty, the School, or the Course Proposer for modification; or
- Reject the proposal.

Approval of Resource and Planning does not constitute final accreditation or permission to implement the course. The course details provided at this stage will inform planning of the SATAC Course Overview, Government reporting and the University's Course Guide; however, final Quality Assurance accreditation is required before the course can open for admissions/enrolments

Stage 2 Quality Assurance

The Quality Assurance stage is the final stage of the course accreditation and re-accreditation process that received Stage 1 Resource and Planning approval. The Quality Assurance stage also applies to:

- Transitional arrangements;
- New, re-developed and re-accredited units; and
- Unit discontinuations.

At this stage, consideration is given at the Faculty (including School) and central University levels as to the academic quality of the course proposal.

After further collaboration with the Course Advisory Group, the Course Proposer will complete the Quality Assurance submission in the Curriculum Approval Proposal System (CAPS), which must:

- Provide adequate information to accredit course and units for the provision of high quality and pedagogically sound learning experiences for students;
- Articulate clear links between assessment, learning outcomes, learning activities that students are required to undertake in order to develop the Course Outcomes, Distinctive Graduate Qualities and meet the AQF Learning Outcome Descriptor for the specific qualification level; and
- Capture and approve pathways between AQF qualifications that facilitate a student's entry into and credit towards (where appropriate) an award.

The School Learning and Teaching Committee will then review the academic quality of the proposal. The School Learning and Teaching Committee will either:

- Endorse and recommend the proposal for further review by the Faculty Learning and Teaching Committee;
- Return the proposal to the Course Proposer for modification; or
- Reject the proposal;

Generally, when a course is shared by two (2) schools, usually for a double degree, the proposal will need to show evidence of consultation between the schools prior to going to each School Learning and Teaching Committee for endorsement/recommendation to the Faculty Learning and Teaching Committee.

The Faculty Learning and Teaching Committee will then review the academic quality of the proposal and either:

- Endorse and recommend the proposal for further review by the University Learning and Teaching Committee;
- Return the proposal to the School or the Course Proposer for modification; or
- Reject the proposal.

Once endorsed by the Faculty Learning and Teaching Committee, the Accreditation and Registration Team Leader will administratively review the proposal in the context of completeness of information and compliance with the relevant [Common Course Rules](#) and [Units and Courses Policy](#). The Accreditation and Registration Team Leader will either:

- Request further information from the Faculty, the School, or the Course Proposer;
- Return the proposal to the Course Proposer for modification; or
- Support the submission of the proposal to the University Learning and Teaching Committee.

The University Learning and Teaching Committee will review and consider the proposal in the context of academic quality and compliance with the [Australian Qualifications Framework](#) and [TEQSA](#). The Accreditation and Registration Team will provide support during meetings, should the Committee require clarification or if there are concerns that need to be brought to the Committee's attention. The University Learning and Teaching Committee will either:

- Endorse and recommend the course proposal be approved by Academic Board, by way of submitting a coversheet summarising the recommendation and attaching the report of the relevant meeting/s;
- Return the proposal to the Faculty, the School, or the Course Proposer for modification; or
- Reject the proposal.

Academic Board will review and consider the advice of the University Learning and Teaching Committee and either:

- Approve the course;
- Return the proposal to the Faculty for modification; or
- Reject the proposal.

Approval

Final approval of the Quality Assurance stage by Academic Board constitutes accreditation and permission to implement the course and open it for admissions/enrolments in the following calendar year.

The Accreditation and Registration Team will notify the course proposer of the Academic Board decision.

The Accreditation and Registration Team Leader will ensure that the SATAC Course Overview, University's Higher Education Course Guide and Course/Unit Catalogues are updated with the approved course information.

The Pro Vice-Chancellor Education and Student Success will report the University's Higher Education Course Profile annually to Academic Board at the last meeting of each year.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Common Course Rules](#)

[Higher Education Course Advisory Group Terms of Reference](#)

Course QA Guide (CAPS)

[Higher Education Minor and Major Unit Changes Procedure](#)

[Higher Education Coursework Admissions Policy](#)

Resource and Planning Guide (CAPS)

[Unit and Courses Policy](#)

External

[Australian Qualifications Framework \(AQF\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Commonwealth)

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[Provider Course Accreditation Standards](#) (Commonwealth)

[Tertiary Education Quality and Standards Agency Act 2011](#) (Commonwealth)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Nov 2019
Sponsor:	Pro Vice-Chancellor, Education and Student Success		
Contact Officer:	Team Leader, Accreditation and Registration		

Version	Date Approved	Approved by	Brief Description
1.00	14 May 2004	Academic Board	Creation of original document and upload to CDU website.
1.01	4 Maar 2013	Governance	<ul style="list-style-type: none">• Assign document number• Change PVC L+T to PVC, Academic in line with current title changes• Add DH+VC section
2.00	20 Nov 2017	Academic Board	<ul style="list-style-type: none">• Updated document with current template, which removes flow chart and process table• Updated process to reflect current course accreditations and re-accreditation practice• Updated contact officer to reflect position title changes
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none">• Converted document into new template• Amended Contact Officer from Pro Vice-Chancellor, Education and Student Success to Team Leader, Accreditation and Registration• Added Sponsor, Pro Vice-Chancellor, Education and Student Success