

Course Approval Proposal System (CAPS) User Guide

Reviewing and Approving a Proposal – Higher Education (HE) / Vocational Education Training (VET)

About this guide

This user guide is for staff required to review and approve proposals in the workflow for accreditation. This role is usually assigned to:

- Head of School/ Faculty
- VET EPM
- VET Team Leader
- VET Leadership Group
- Committee members (FLTC, SLTC, ULTC, VET LTC, VCAG)

Please note: A 'Reviewer' can approve the proposal and make comments but CANNOT edit the content.

Notification and accessing the proposal for review

When a proposal has been submitted and becomes available for review an e-mail will be sent to the reviewer containing the ID number and description of the course/unit for each proposal. It will also identify if the proposal is a R&P, Course QA (HE only), Unit QA (HE only) or a TAS (VET only).

Example of VET TAS e-mail:

Hello

Your review for these Curriculum Proposals is available. You are receiving this email as you are a reviewer for these proposals.

Proposal ID 4640	Description Aur20716 VET Tas 2016 Transfer Low Risk
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Example of HE R&P e-mail:

Hello

Your review for these Curriculum Proposals is available. You are receiving this email as you are a reviewer for these proposals.

Proposal ID 4707	Description Sitis1 Course R&P 2018
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Proposal ID 4706	Description Sitcs1 Course R&P 2018
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Proposal ID 4705	Description Wcoms1 Course R&P 2018
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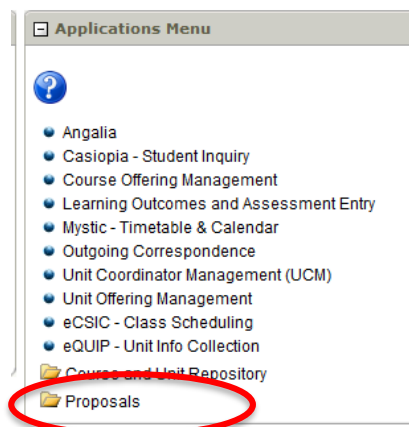
Login

There are two ways that a proposal can be viewed, these are through:

1. **Area 52** – This view is better for reviewing all of the content as it has all attachments and comments grouped together at the top of the document and also has the full proposal content outline below.
From Area 52 there is a link to CAPS where any comments can be made to the proposer and the proposal can be approved for progression to the next stage of the workflow.
2. **CAPS** – This view provides a useful printable version of the proposal and allows navigation to specific sections. It also highlights the stage of the workflow for the proposal.
The CAPS view is required to add any comments and for the final approval to be made.

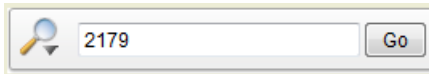
Viewing the proposal in Area 52

1. Login to the VPN client via your computer's "Start" button.
2. Select the CDU Callista Bubble 19 via the "Start" button.
 CDU Callista Bubble 19
3. Click on login to Area 52. Use your CDU username and password to login.
4. Scroll down to the **Proposals** file in the Applications Menu.



5. Click on the words **Proposal Viewer**

6. Enter the Proposal ID or Course/Unit Code (from the email) into the search field and click on 'Go'.



7. The unit/course ID will display. Click on the ID number.

ID	Description	Proposer	Type
2179	DIPSCI COURSE QA 2016		HEQACOURSE

8. The proposal will be displayed for reviewing. Attachments can be downloaded from this view and comments made by other reviewers are displayed.

Proposal Details			
Proposal ID	4795	Proposal Type	VETCRSTAS
Description	SIT40416 VET TAS 2017 TRANSFER LOW RISK	Period	2017
Proposer		Submit Date	09/02/2017
Status	IN-REVIEW	Implementation	01/01/2017
View this proposal in Callista			

Proposal Attachments						
Section	Filename	Download	Uploaded	Uploaded By	Comments	
VET Course	IE ISACNT_Y Webb.msg	Download	09-Feb-2017 8:45 AM		-	
VET Course	SIT40416 IE CSC.pdf	Download	09-Feb-2017 8:45 AM		-	
VET Course	SIT40416 IE OLSH.pdf	Download	09-Feb-2017 8:45 AM		-	
VET Course	SIT40416 IE Oriental Gourmet.pdf	Download	09-Feb-2017 8:46 AM		-	
VET Course	SIT40416 Assessment methods.docx	Download	09-Feb-2017 8:46 AM		-	
VET Course	SIT40416 TAS Course structure.pdf	Download	09-Feb-2017 9:20 AM		-	
VET Course	SIT40416 Course Unit Delivery Schedule 08-02-2017.docx	Download	09-Feb-2017 8:46 AM		-	
VET Course	SIT40416 Equipment list.docx	Download	09-Feb-2017 8:47 AM		-	
VET Course	SIT40416 TPWG Mins.pdf	Download	09-Feb-2017 8:47 AM		-	
VET Course	SIT40416 Transition action plan 08-02-17.docx	Download	09-Feb-2017 8:47 AM		-	
VET Course	SIT40416 Course flyer.docx	Download	09-Feb-2017 8:46 AM		-	

General Comments
No Comments

Adding Comments and Approving the Proposal

To add comments about the proposal, or about a particular section of the proposal, and to approve it for progression:

1. Click on 'View this proposal in Callista' found at the top of the proposal.

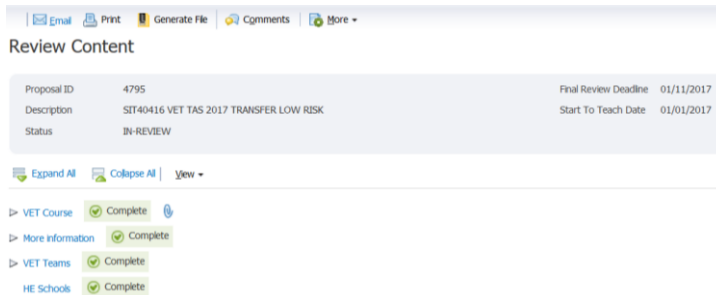
Proposal Details

Proposal ID 4795	Proposal Type VETCRSTAS
Description SIT40416 VET TAS 2017 TRANSFER LOW RISK	Period 2017
Proposer 1	Submit Date 09/02/2017
Status IN-REVIEW	Implementation 01/01/2017

[View this proposal in Callista](#)

2. Log in to CAPS using your Callista login and password.
3. The proposal will then display in CAPS

VET Course view



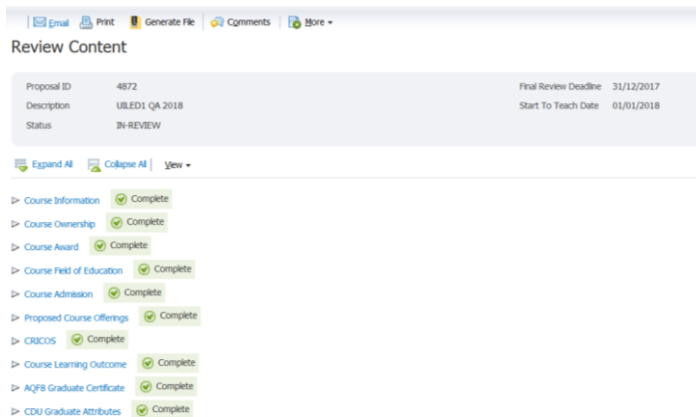
The screenshot shows the 'Review Content' section for a VET course. At the top, there are utility icons for Email, Print, Generate File, Comments, and More. Below this, the proposal details are displayed in a table:

Proposal ID	4795	Final Review Deadline	01/11/2017
Description	SIT40416 VET TAS 2017 TRANSFER LOW RISK	Start To Teach Date	01/01/2017
Status	IN-REVIEW		

Below the table, there are expand/collapse controls and a 'View' button. A list of course components is shown, each with a 'Complete' status and a checkmark:

- VET Course Complete
- More information Complete
- VET Teams Complete
- HE Schools Complete

HE Course view



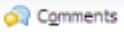
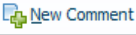


The screenshot shows the 'Review Content' section for an HE course. At the top, there are utility icons for Email, Print, Generate File, Comments, and More. Below this, the proposal details are displayed in a table:

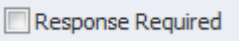
Proposal ID	4872	Final Review Deadline	31/12/2017
Description	UB.ED1 QA 2018	Start To Teach Date	01/01/2018
Status	IN-REVIEW		

Below the table, there are expand/collapse controls and a 'View' button. A list of course components is shown, each with a 'Complete' status and a checkmark:

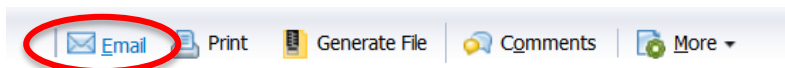
- Course Information Complete
- Course Ownership Complete
- Course Award Complete
- Course Field of Education Complete
- Course Admission Complete
- Proposed Course Offerings Complete
- CRICOS Complete
- Course Learning Outcome Complete
- AQ/FB Graduate Certificate Complete
- CDU Graduate Attributes Complete

Adding comments

1. Add any comments by clicking on the  button at the top of the page.
2. Click on the  button and choose **General** from the drop down menu.
3. Enter your comment in the Text field.
4. Click on the  button and then click the  link.

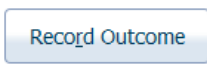
Please Note: Please **do not** click the  button as it prevents the workflow from completing.

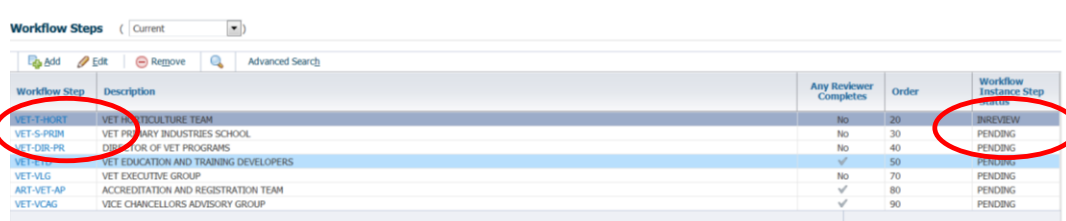
If it is necessary to ask a question of the proposer, please use the email option at the top of the page



Recording Reviewers Outcome

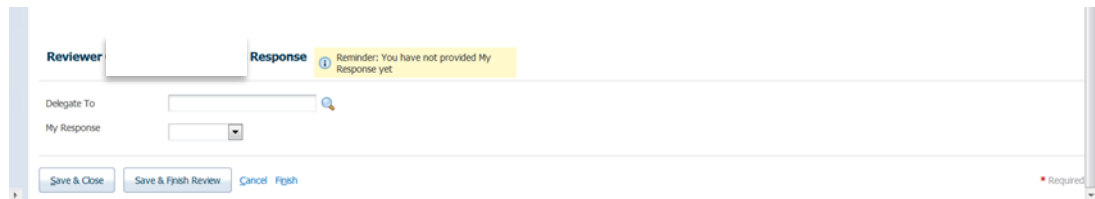
Reviewers can record the outcome of the proposal, after it has been reviewed and any comments made, in CAPs. To do this:

1. Ensure you are in the **Review Content** area of the require proposal. For guidance on how to navigate here please see the section of this guide on '[Navigating within a proposal](#)'.
2. Click on  at the bottom of the screen.
3. Click on the correct workflow step. The description gives detail of each team and school in the workflow.
The workflow will also display the workflow status identifying which stage of review it is at.



Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step
VET-E-INDCT	VET PROFESSIONAL CULTURE TEAM	No	30	IN REVIEW
VET-S-PRIM	VET PRIMARY INDUSTRIES SCHOOL	No	30	PENDING
VET-DIR-PR	DIRECTOR OF VET PROGRAMS	No	40	PENDING
VET-EDU-DEV	VET EDUCATION AND TRAINING DEVELOPERS	✓	50	PENDING
VET-VLG	VET EXECUTIVE GROUP	No	70	PENDING
ART-VET-AP	ACCREDITATION AND REGISTRATION TEAM	✓	80	PENDING
VET-VCAG	VICE CHANCELLORS ADVISORY GROUP	✓	90	PENDING

4. Click on the name of the reviewer making the review and a scroll to the bottom of the page.



There is the option here to:

- a) Delegate to another person – this might be useful if it is not possible to make a decision at this time or the reviewer will be out of the office or unavailable to make the required decision.
 - b) Make your response **'My Response'**
5. Click the dropdown in **My Response** and select **Completed**.

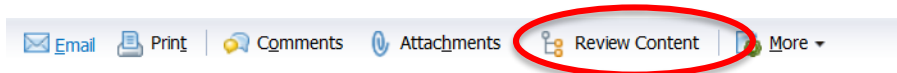
Please **DO NOT** use any of the other options as they will take the proposal out of the workflow and lose all comments that have been added.

6. Click on Save and Close. Return to the Proposal Viewer to access the next proposal.

Navigating within a proposal in CAPS

If you have several proposals to review they will appear in your home view of CAPS under **My Reviews**.


1. Click on the Proposal of the course you wish to review and it will take you to **Review Content** screen. This brings up all sections of the proposal together to allow you to move between them.
2. Expand the section you want to review OR click the hyperlink for the section to see it in full.
3. Once you have reviewed the content click on the **Review Content** at the top of each page to return to the previous screen.



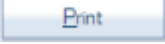
Please note: Reviewers are not able to amend or change the content of the proposal.

Printing a proposal

To print a proposal:

1. Open the proposal.
 - a. Click on the  icon at the top of the screen to view the print preview.

Please Note: The print function only displays and prints fields that contain content.

- b. Scroll to the bottom of the page and click  then follow the prompts for your individual printer settings. Ensure you select **Landscape** as the paper orientation.

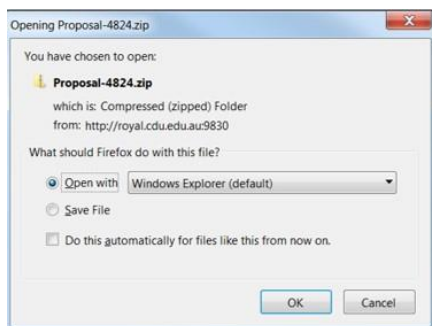
Downloading the proposal and attachments

It is possible to download the attachments associated with a proposal form CAPS once it has been submitted. These can be downloaded as a zip folder.

1. From the **Review Content** page of the proposal click **Generate File** at the top of the screen.



2. A pop-up appears asking if you would like to 'Open with...' or 'Save'



3. Both options download all of the attachments related to the proposal which enables them to be saved or printed as required.

Please note: If you want to open the proposal itself from the downloaded file you need to be inside the Callista Bubble 19.

Top tips and FAQ

1. There is no need to click **Save** at the end of each section as clicking **Next** does and automatic save
2. **DO NOT** use the back browser option at the top of the screen as this will take you out of CAPS and you may lose your work/

