

COURSE DESIGN DEVELOPMENT AND APPROVAL PROCEDURE

PURPOSE

This document sets out the policy by which CG Spectrum Institute (CGSI) designs, develops, approves and implements new higher education courses in order to ensure:

- best practice in curriculum design, delivery, teaching and learning, assessment and the provision of Work-Integrated Learning activities;
- that the qualifications CGSI awards are designed to meet the standards for the AQF level they purport to meet.

SCOPE

This policy applies to the design, development and approval of all new higher education courses developed by CGSI.

DEFINITIONS

Course Proposal means the document that outlines course requirements within the format specified by the Academic Board.

RESPONSIBILITIES

The Board of Directors is responsible for approving new courses on the recommendation of the Academic Board.

The Academic Board is delegated responsibility by the Board of Directors for the academic leadership of CGSI. The Academic Board is responsible for:

- approving proposals for the development of new courses;
- delegating responsibility for course design and development to Course Advisory Committees;
- critically reviewing new course proposals recommended by Course Advisory Committees;
- reporting its recommendations regarding the approval of new course accreditation documentation to the Board of Directors.

The Board delegates responsibility for course design and development to a number of discipline-specific Course Advisory Committees.

Course Advisory Committees are responsible for overseeing the design and development of new courses, applications for the accreditation of new courses, and for ensuring that course design and development is conducted according to the *Course Design Development and Approval Policy*.

The **CEO** is responsible for the implementation of this procedure.

PROCEDURE

1. The Academic Board establishes discipline-specific standing Course Advisory Committees.

2. Membership of Course Advisory Committees comprises:
 - representatives from professional bodies and peak industry associations;
 - senior academic staff from other higher education institutions;
 - CGSI academic staff;
 - professionals with specific expertise in curriculum design and development;
 - graduates and enrolled students of CGSI.
3. Proposals for new courses will arise from CGSI's strategic and business planning processes, in accordance with the *Quality Assurance Framework*.
4. The **Academic Director** and **Course Co-ordinator** will develop proposals for new courses for the consideration of Academic Board. Proposals will provide information regarding:
 - the aims, learning objectives, structure, and content of the proposed course;
 - data and analysis regarding student/employer/sector need and demand for the proposed course;
 - modes of delivery of the proposed course (on-campus – face to face, online and/or blended);
 - how technology will be used to contribute to teaching and learning;
 - the integration of Work-Integrated Learning activities in courses and subjects;
 - the learning outcomes of the proposed course, disciplinary knowledge base, graduate attributes and work readiness of graduates;
 - a summary of the learning and assessment activities that students will undertake to develop these outcomes, attributes and skills; and
 - staffing and resource requirements.
5. If the **Academic Board** determines that the proposal has merit, it will be referred to the relevant Course Advisory Committee to initiate design and development of the course.
6. The Course Advisory Committee will appoint a person(s) who has specific expertise and demonstrated experience in course design, to draft the course structure and subject(s) of study for the course. This person may be a member of the committee, an external academic, or an CGSI's academic staff member.
7. The **Course Advisory Committee** oversees and contributes advice and expertise to the design and development of the course.
8. Iterations of new curriculum are reviewed and amended by the Course Advisory Committee.
9. Once endorsed by the Course Advisory Committee, the final draft of the course documentation is reviewed by an independent discipline expert.
10. The external review report and course documentation is submitted to the Academic Board for consideration and review.
11. Courses must be approved by the **Academic Board** and **Board of Directors** before being submitted to TEQSA for accreditation approval.

RELATED

Quality Assurance Framework
Quality Assurance Procedure
Course Design Development and Approval Policy
Course Evaluation and Review Policy
Course Evaluation and Review Procedure
Work-Integrated Learning Policy

Version Control

Document:	Course Design Development and Approval Procedure	
Approved by:	Academic Board	Date: 24 February 2020
Version: V3.0	Replaces Version: V2.1	Next Review: 2023
V2.1	Amendments and logo added	