

Guideline

APPROVAL OF A NEW NON-AWARD (HE) COURSE

Guideline approved by CCLT (Course Management and Quality Services) on 30th March, 2015 and updated 10th September, 2015.

In 2015 there have been substantial changes to the quality assurance processes applied to Non-award (HE) courses including:

- As of 1/1/15 the AQF requires VU to ensure that there is a clear distinction between Award and Non-award courses.
- To ensure this VU has developed a new set of coding and naming protocols for Non-award (HE) courses
- Students will now be enrolled in all Non-award courses and as such will be a student of the University
- The Academic Board requires all Non-award courses to go through quality assurance processes as required by all courses of the University ie. Approvals, monitoring, review and re-approval
- The specific Non-award course codes have been developed to enable the University to complete all government reporting and quality assurance obligations as required by Federal and State governments and regulators
- A Non-award course, and its unit/s, (as noted below) must be developed in CAMS and approved by Courses Committee

This guideline has been developed to assist you, as the proponent, to successfully gain approval of a new Non-award course.

Note: this guideline has been developed for Non-award courses for the Colleges and VUC. The VUIT will have a separate guideline for Non-award course development.

STEP 1: DETERMINE THE TYPE OF NON-AWARD COURSE

There are 5 different types of Non-award courses that can be approved by the Colleges and VUC. The differences arise from:

- The proposed funding source
- The proposed student cohort student (ie. Domestic, international on or off shore)
- Whether the course will be assessed, and credit bearing, or not

The table below describes these differences and who you should contact in the first instance to assist you with development of each of the following Non-award courses:

| No | Non-award type | Cohorts | Funding | Assist with development | Non-award code |
|----|------------------------------------------------------------------|---------------|----------------------|-------------------------|----------------|
| 1 | Single unit in an award course | All students | Fee for service | Student Connections | JNxx |
| 2 | Bridging course (may include accredited or non-accredited units) | Domestic only | Specific CSP funding | CCLT (CMQS) | JOxx |
| 3 | Enabling course (may include accredited or non-accredited units) | Domestic only | Specific CSP funding | CCLT (CMQS) | JYxx |
| 4 | Non-award course (assessed) | All students | Fee for service | CCLT (CMQS) | JQxx |
| 5 | Non-award course (not assessed) | All students | Fee for service | CCLT (CMQS) | JVxx |

STEP 2: LIAISE WITH CMQS OR STUDENT CONNECTIONS TO COMMENCE THE COURSE APPROVAL PROCESS

STEP 3: SET UP A NON-AWARD COURSE IN CAMS (FOR COURSES 2, 3, 4 AND 5)

3.1 *Develop the Non-award course code*

The Non-award course code is very specific (as noted above) and CMQS will develop this code in collaboration with the proponent. To develop the proponent will need to provide details of the:

- The proposed student cohort
- The proposed funding source
- Intention to assess units (or not)

3.2 Develop the Non-award course title

CMQS will work with you to develop this title as the Non-award course title should be distinct from any Award course title. As such the following cannot be used: *Course in...*; *Certificate (I, II, III or IV)*; *Diploma*; *Advanced Diploma*; *Bachelor*; *Bachelor (Honours)*; *Graduate Certificate*; *Graduate Diploma*, *Master*; *Doctor or Skill Set*.

In developing a Non-award course title the following are provided for guidance only:

- This title is used throughout all VU student systems and processes ie. Course finder to enrolment to certification so be mindful of its accuracy and value to the student
- The term 'program' is encouraged, especially if you are developing a shell course structure
- If the course is CSP funded (either Enabling or Bridging) this can be included in the title eg. *Bridging Program in*
- If the course is externally accredited or recognised these naming protocols should be followed and recognised terms included in the title
- eg. *xxxx Registration Support Program*
- The terms 'introduction', 'transition' 'foundations' are appropriate for undergraduate taster programs eg. *Foundation Program in..*
- The term 'Executive' or 'Professional' is appropriate for postgraduate taster programs eg. *Executive Program for ...*

3.3 Develop the Non-award course structure and completion rules

The course can be developed as either a One Unit or Shell Structure:

One unit structure

- this structure is appropriate when there will be a close relationship between the course and its unit
- the course and unit title will be exactly the same (or similar)
- the course will only ever contain one unit
- the unit will be compulsory (core)

Shell course structure

- this structure is appropriate when several units will be developed (or there are plans for further development)
- the course and unit titles will not be similar and the title will have an overarching title such as 'Executive Programs in...'
- the course has the potential to include multiple units
- all units should be designated as electives unless there is a definite need for a core/elective structure

STEP 3: COURSE APPROVAL

Courses 2,3,4, and 5 go through the usual course approval processes and can be amended and modified if required. They will be approved for 5 years and will go through a re-approval cycle (if required).

From 2015 these Non-award courses will be required to be approved, monitored, reviewed and re-approved (Academic Board resolution ABEX16-03-2014) in line with all Courses of the University. The differences are detailed in the table below:

| No | Non-award type | Non-award code | Endorsed by Courses Committee | Annual Course Monitoring | Comprehensive Review | Re-approval after 5 years |
|----|------------------------------------------------------------------|----------------|-------------------------------|--------------------------|----------------------|---------------------------|
| 2 | Bridging course (may include accredited or non-accredited units) | JOxx | Yes | Yes | Yes | Yes |
| 3 | Enabling course (may include accredited or non-accredited units) | JYxx | Yes | Yes | Yes | Yes |
| 4 | Non-award course (assessed) | JQxx | Yes | Yes | Yes | Yes |
| 5 | Non-award course (not assessed) | JVxx | Yes | No* | No* | Yes |

*as these courses are not assessed they will not provide the course outcomes data to complete these processes