

Coding and Title Protocols for Non-Award (HE) Course/Unit

Protocols approved by CCLT (Course Management and Quality Services) on 10th September, 2015.

These coding protocols have been developed for the Colleges of Arts; Business; Education; Engineering & Science; Health & Biomedicine; Law & Justice; and Sport & Exercise Science and Victoria University College (VUC)

Non-Award (HE) Course Code Protocols

All Non-award (HE) course codes are developed as FOUR alphabetical characters and ZERO digits to ensure that students can enrol online via VU Connect. These course codes are created by CMQS on a 'next in line' principle as this will provide access to the full range of Non-award (HE) course codes eg. JQAA>JQAB>JQAC>etc.

Non-award (HE) course codes must be developed according to the following protocols:

1.	Must be distinct from Award (HE) course codes therefore any of the following letters that are used to identify funding types <u>cannot be used</u> in this context: <ul style="list-style-type: none"> • A (Associate Degree); • B (Bachelor Degree); • D (Diploma); • G (Graduate Diploma); • H (Bachelor Honours Degree); • M (Master Degree-coursework); • P (Doctoral Degree–research); • R (Master Degree–research); or • Z (Doctoral Degree-coursework).
2.	Must be distinct from Award (HE) course codes therefore any of the following letters that are used to identify the College <u>cannot be used</u> in this context: <ul style="list-style-type: none"> • A (Arts); • B (Business); • C (Bus PhD); • E (Education); • H (Health and Biomedicine); • L (Law and Justice); • N (Engineering and Science); • S (Sport and Exercise Science); • V (VU College); or • U (PhD).
3.	The course code indicates that the course data is required to be reported to the Federal or State Government (or not) – <i>as noted in table below</i>
4.	The course code indicates that the course will be required to undertake VU course lifecycle processes (or not) such as course approvals; annual course monitoring; comprehensive course review; and course re-accreditation as per Academic Board requirements – <i>as noted in table below</i>

Code	Description of course	Funding details	Cohort details	Undergoes course approvals, monitoring and review?	Reporting code
JN**	Single unit enrolment in an Award course	Fee for service	All students	No – all of this will be covered in Award course	GRSS to advise
JO**	Bridging course	Specific CSP funding	Domestic only	Yes – Academic Board requires these processes to occur	41/42
JQ**	Non-award course and non-accredited unit/s	Fee for service	Domestic and international offshore only	Yes – Academic Board requires these processes to occur	GRSS to advise
JY**	Enabling course	Specific CSP funding	Domestic only	Yes – Academic Board requires these processes to occur	41/42

Non-Award (HE) Course Title Protocols

The Non-award (HE) course title is used throughout all VU student systems and processes ie. Course finder>enrolment>certification so proponents be mindful of its accuracy (and value) to student outcomes.

Mandatory protocols

Non-award (HE) course titles must be distinct from any AQF/Award (HE) course title therefore the following titles cannot be used in this context::

- Certificate (I, II, III or IV); Diploma;
- Advanced Diploma;
- Bachelor;
- Bachelor (Honours);
- Graduate Certificate;
- Graduate Diploma;
- Master; or
- Doctor

Guiding protocols

- The term 'program' is encouraged, especially if the proponent is developing a 'shell' course structure
- If the course is funded via Commonwealth Support Places (CSP), Enabling or Bridging, this can be included in the title eg. *Bridging Program in*
- If the course is externally/professionally 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 terms 'Executive' or 'Professional' is appropriate for postgraduate taster programs eg. *Executive Program for ...*

Non-Award (HE) Course Code Protocols – Additional Protocols

The VUC will deliver a combination of Non-award courses that traditionally would have been delivered as either HE or VE. The Non-award courses will generally follow the coding protocols as above ie. HE non-award courses. The exception will be ELICOS/English Language programs as they are reported to the Victorian State government.

The following Non-award coding protocols will be mandatory for these programs only:

Code	Description of course	Funding details	Cohort details	Undergoes course approvals, monitoring and review?	Reporting code
VN*** (5 character code)	ELICOS or English language courses	Fee for service	International onshore and offshore students only (CRICOS code is required for onshore students)	Yes – Academic Board requires these processes to occur	GRSS to advise