HE Course Design and Development Procedure

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Related Policy/Procedure:	➢ HE Course Design, Development and Review Policy		

HE Course Design and Development Procedure

Purpose
This Procedure sets out the process and steps that Lyons College will take in the design, development and review of any higher education course it wishes to deliver.

Scope
This Procedure applies to all Academic Staff, the Academic Board, the Learning and Teaching Committee, the Course Advisory Committee and all others involved in the design, development or review of any higher education course at Lyons College.

Responsibilities
This Procedure applies to all Academic Staff, the Academic Board, the Learning and Teaching Committee, the Course Advisory Committee and all others involved in the design, development or review of any higher education course at Lyons College.

Governance Body	Responsibilities/Role
Board of Directors	➢ Delegate academic governance to the Academic Board ➢ Final approval for submission for course accreditation
Academic Board	➢ Review and approval of academic courses ➢ Benchmarking the content, implementation and results of academic courses against those of other higher education providers ➢ Establish Learning and Teaching Committee to support the duties and responsibilities of AB ➢ Convene the Course Advisory Committee
Learning and Teaching Committee	➢ Evaluate and make recommendations to the AB on the implementation of approved courses and subjects ➢ Ensure the approach to course design and development meets regulatory requirements ➢ Review and advise on concept proposals and submissions ensuring alignment with policy and quality expectations
Course Advisory Committee	➢ Provide professional industry input to the LTC on the development of new and existing higher education course content ➢ Review and make recommendations to the LTC on new course development proposals ➢ Review and make recommendations to the LTC on course review and continual improvement

Procedure

Lyons College will undertake the design and development of any higher education course in accordance with the Course Design, Development and Review Policy. All higher education courses must undergo the following steps prior to a course accreditation application to TEQSA.

The design and development of courses should follow the steps outlined below:

1. Business Case presented to and approved by the Board
2. The AB instruct the LTC and CAC to design and develop the course
3. The CAC advise LTC on industry and employer requirements
4. The LTC develops the Course Proposal, Unit Outlines and Course Material
5. External review of Course Proposal, Unit Outlines and Course Material
6. The LTC finalises Course Proposal, Unit Outlines and Course Material
7. The AB approves the final Course Proposal, Unit Outlines and Course Material
8. Board approves Course Accreditation application
9. Management submits Course Accreditation application to TEQSA

Step 1: Business Case

The Board must approve the commencement of the design and development of any new higher education course to be offered at Lyons College. This will normally be done through the Board receiving a Business Case from the Dean/Academic Manager outlining the rationale and demand for the proposed course.

The Business Case will need to address the following as a minimum:

➢ How the course meets the strategic needs of Lyons College

➢ What the demand is for graduates of the new course

➢ What graduate employment opportunities and graduate destinations are for the course

➢ How industry will be engaged to ensure there is currency and relevance of the course

If the Business case is not approved by the Board, it may go through a series of cyclic reviews until approved or dismissed. If the Business Case is approved, the Board will instruct the Academic Board to commence the design and development of the new course.

Step 2: Academic Board to instruct LTC and CAC to design and develop course

The Academic Board has oversight and final approval of the Course Proposal, Unit Outlines and any other academic material. The final products from the course design and development process will be a Course Proposal, Unit Outlines and Course Materials.

Course Proposal

The Course Proposal is the key document that TEQSA will assess to determine if a course meets the Threshold Standards and the Australian Qualifications Framework (AQF) requirements. At a minimum, a Course Proposal must include:

- ➢ course rationale
- ➢ expected graduate employment opportunities and graduate destinations
- ➢ the qualification which will be awarded on successful completion
- ➢ the criteria for admissions
- ➢ course learning outcomes, methods of assessment and indicative student workload
- ➢ rationale for relationship between learning outcomes, AQF level specifications, unit learning outcomes and unit assessment and summary table mapping this alignment
- ➢ structure, duration and modes of delivery
- ➢ list of units of study (indicating which are compulsory and elective units)
- ➢ compulsory requirements for completion
- ➢ any exit pathways, articulation arrangements and pathways to further learning
- ➢ requirements for the course to be professionally accredited/registered in order for graduates to gain work in the profession in Australia and details of arrangements with professional bodies for such professional accreditation/registration
- ➢ research content (for Bachelor Honours, Masters or Doctoral qualifications)
- ➢ planned staffing complement, showing qualifications and experience of course coordinator and for all teaching positions as required by Standard 3.2.3, and:
    - ◆ resumes for any staff already engaged
    - ◆ position descriptions for positions not yet filled
    - ◆ evidence of equivalent academic or professional experience relevant to policy criteria, and
    - ◆ arrangements for oversight of staff who do not fully meet Standard 3.2.3.

Unit Outlines

Unit Outlines are required by Lyons College to show how the individual units in a course create the learning outcomes required to receive AQF qualification. Unit Outlines must be produced for each unit in the course. The unit outlines will be in the template provided by TEQSA and must include:

- ➢ Name of unit
- ➢ A description of the unit
- ➢ Details of what award the unit is part of
- ➢ The duration of the unit
- ➢ The level of the unit within the course structure
- ➢ Details of the Unit Co-ordinator

- ➢ Whether the unit is compulsory or elective
- ➢ The weighting of the unit towards course completion
- ➢ Expected student workload
- ➢ Mode/s of delivery
- ➢ Details of work integrated learning (if applicable)
- ➢ Any pre-requisites for commencing the unit
- ➢ Resources required for the unit
- ➢ The learning outcomes for successful completion of the unit
- ➢ The topics covered in the unit
- ➢ The assessment requirements for the unit

Course Materials

The Course Materials are the teaching materials used for a unit. Course Materials will include the Unit Outline and may also include:

- ➢ Lecture materials
- ➢ Details of textbooks and reference texts required for the unit
- ➢ Assessment details, briefs and instructions for students
- ➢ Assessment instructions and marking guides for academic staff
- ➢ Recommended readings and Study Guides
- ➢ Other resources available to students through Lyons College subscriptions
- ➢ Publications and textbooks available through Library

Step 3: CAC to advise LTC on industry and employer requirements

The CAC will meet and discuss what requirements they see as necessary for graduates of the course. The CAC is expected to focus on the knowledge and skills that industry currently wants from graduates. It will also be required to anticipate changes in their industry and how that may affect the knowledge and skills requirements in the future.

The LTC is not bound to include all requirements set out by the CAC. Based on the implementable CAC requirements, the LTC will develop the Course Proposal and present certain aspects to the CAC for review and further input. It is expected that the CAC and LTC will have several rounds of review and development for continual improvement of the course.

The LTC will report progress to the AB, which will in turn provide reports to the Board.

Step 4: LTC development of Course Proposal, Unit Outlines and Course Material

Once the review process has completed its iterative assessment of the course documentation, the LTC will finalise the Course Proposal, Unit Outlines and Course Material. The LTC is expected to incorporate CAC and AB input for the final Course Proposal, Unit Outlines and Course Materials.

In this phase of development, the LTC is required to ensure that all required elements for a Course Proposal, Unit Outlines and Course Materials are met. To ensure the documentation is complete, the LTC should refer to any TEQSA Guidance Notes and use any templates provided by TEQSA.

Step 5: External review of Course Proposal, Unit Outlines and Course Material

Once the Course Proposal, Unit Outlines and Course Materials have been finalised, the LTC will send all documentation for review by at least one external reviewer. External review must be carried out by a subject matter expert in the discipline relevant to the proposed course. Where possible, the LTC will engage reviewers who are on the list of TEQSA Register of Experts.

Feedback or suggested amendments recommended by the external reviewer will be taken into account when creating the final Course Proposal, Unit Outlines and Course Materials. The LTC will incorporate input from the external reviewer when preparing final Course Proposal, Unit Outlines and Course Materials for AB approval.

Step 6: LTC finalisation of Course Proposal, Unit Outlines and Course Material

Th AB will be presented with the final Course Proposal, Unit Outlines and Course Material. The AB may also be required to review other documents which are part of the Course Accreditation application required by TEQSA.

If the AB requires any amendments, the LTC will undergo that review.

Step 7: AB approval of Course Proposal, Unit Outlines and Course Material

Once the AB is satisfied with the Course Proposal, Unit Outlines, Course Material and any other document or material presented as part of the Course Accreditation application, the AB will approve these and make a recommendation to the Board to submit the application to TEQSA.

If the Board require any amendments, the AB and LTC will undertake review of the material.

Step 8: Board approval of the Course Accreditation application

Once the Board is satisfied with the Course Accreditation application (which includes the Course Proposal, Unit Outlines and Course Material) it will approve management submitting the application to TEQSA.

Step 9: Management submission of the Course Accreditation application to TEQSA

Once the Board has given its approval, management will submit the Course Accreditation application to TEQSA. Management will be responsible for ensuring that the Course Accreditation application is submitted in accordance with all requirements set out by TEQSA.

Lyons College Course Design and Development Flowchart

Board	AB	LTC	CAC

Step 1

Business Case presented to Board

Board approves Business Case?
— No: Cyclic Review
— Yes

Board Instruct AB oversee and manage development of course

Step 2

AB instruct LTC and CAC to develop course

Step 3

LTC instructs CAC to advise LTC on industry requirements

CAC discuss what requirements and skills graduates need

LTC reports progress to AB

LTC develop Course Proposal with CAC requirements

CAC reviews material produced by LTC and provides feedback

AB reports progress to Board

LTC reports progress to AB
AB provides feedback and changes to LTC

Cyclic Review

LTC reviews and updates Course Proposal incorporating AB and CAC feedback

AB provides feedback to LTC

Step 4

LTC satisfied Course Proposal meets CAC requirements?
— No: Cyclic Review
— Yes

Step 8

AB presents final Course Proposal, Unit Outlines and Materials to Board

Step 7

AB satisfied with Course Proposal, Unit Outlines and Materials?
— Yes
— No: Cyclic Review

Step 5

LTC send final Course Proposal, Unit Outlines and Materials for external review
— No: Cyclic Review

Board satisfied with Course Proposal, Unit Outlines and Materials?
— No: Cyclic Review
— Yes

External reviewer satisfied with Course Proposal, Unit Outlines and Materials?
— Yes

Step 9

Management submits application to TEQSA for Course Accreditation

AB review final Course Proposal, Unit Outlines and Materials

Step 6

LTC presents final Course Proposal with Unit Outlines and Materials