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<th>POLICY NUMBER:</th>
<th>AC012</th>
<th>VERSION:</th>
<th>6.0</th>
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<td>DATE ADOPTED:</td>
<td>1 January 2013</td>
<td>DATE LAST REVIEWED:</td>
<td>2 May 2016</td>
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<td>DATE OF NEXT REVIEW:</td>
<td>2 May 2017</td>
<td>REVIEW FREQUENCY:</td>
<td>One year</td>
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<tr>
<td>AUTHORISED BY:</td>
<td>Chief Executive Officer</td>
<td>REVIEWED BY:</td>
<td>Academic Director</td>
</tr>
<tr>
<td>RESPONSIBLE FOR REVIEW:</td>
<td>RTO Manager, Academic Director, Manager International Operations</td>
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<td>REVIEW PROCESS:</td>
<td>RTO Manager, Academic Director, Manager International Operations</td>
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<td>DOCUMENT MANAGEMENT:</td>
<td>U:/Policies and Procedures</td>
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<td>COMMUNICATION:</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized</td>
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**Policy context:** This policy relates to:

**HE Standards Framework 2011:**
- Provider Standards: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2.1
- Course standards: 1.1 – 1.9

**ESOS:**
- NA

**STANDARDS FOR RTO’S 2015:**
- NA

**ELICOS**

**Legislation or other requirements:**
- Tertiary Education Quality and Standards Agency Act 2011
- The National ELICOS Standards

**OTHER POLICIES:**
- Continuous Improvement Policy
- Course Review Policy

**FORMS AND OTHER DOCUMENTS:**
- Course Design Checklist
<table>
<thead>
<tr>
<th>Key Words (MetaData)</th>
<th>Course design, Teaching and Learning Committee, course of study, units, Academic Board</th>
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<tbody>
<tr>
<td>Definitions</td>
<td></td>
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<td>Evidence</td>
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**Policy Information:**

**Policy**

IIBT management and staff are committed to appropriate course design that meets the relevant Standards. In designing courses, IIBT adheres to the professional development standards indicated by academic research in its fields of expertise and by the standards and guidelines established by peer institutions of higher education and/or professional bodies and peak industry associations.

Course development is to be grounded in an educational philosophy that emphasises the centrality of the learner within the learning process and which supports the personal and professional development of each student to foster innovation, critical thinking, and ethical and professional practice.

IIBT courses are structured to enable students to expand their professional interests across a range of related disciplines and enhance their future employment prospects.

In line with these principles, courses are designed to:

**Higher Education:**

- provide students with accredited qualifications in their chosen field of study;
- provide a critically reflective theoretical and experiential learning context;
- extend students’ abilities to apply for and engage in a range of career options;
- integrate theory and practice in a dynamic learning environment;
- provide support to promote and foster personal and professional development.
### Course Design and Development Policy

**Scope**

This policy applies all courses developed by IIBT.

<table>
<thead>
<tr>
<th>ELICOS</th>
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<td>• provide students with courses that meet their needs, goals and interests</td>
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<tr>
<td>• incorporate learning activities to address differences in learning styles, backgrounds, ability and proficiency</td>
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<tr>
<td>• allows for flexibility, in course design so as to adapt to student’s needs, goals and interests</td>
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<tr>
<td>• integrates new technologies, teaching strategies, activities and resources</td>
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<td>• clearly specifies course objectives and learning outcomes</td>
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<td>• clearly specifies a range of teaching methods</td>
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To ensure quality in course design and content, courses are developed by a Course Advisory Committee which may be comprised of members from amongst the following groups:

- academic staff of IIBT;
- academic staff from other higher education or ELICOS institutions;
- those with curriculum design and development expertise;
- representatives from professional bodies and peak industry associations;
- graduates and enrolled students of IIBT.

The Course Advisory Committee is commissioned by the Academic Board purely to contribute advice and expertise to the initial development of courses. Ongoing review and monitoring are the responsibility of the Teaching and Learning Committee.

When designed, all courses are to be approved by the Academic Board before submission for accreditation. At the point of course design completion the Course Advisory Committee will be dismantled until called again for the purpose of designing another course.
IIBT will achieve this policy by:

1. Academic Board will form a Course Advisory Committee when it identifies the need to develop a course.

2. Each Course Advisory Committee is responsible for the process of course design including industry consultation.

3. The Course Advisory Committee will submit a course design to the Academic Board in the following three stages:
   a. Initial Course concept, unit structure, credit points (as applicable), entry and exit points.
   b. Draft Course Design framework inclusive of all units, unit outlines, resources and assessments.
   c. Final Course inclusive of all units, unit outlines, resources and assessments.

4. The following aspects are taken into account during course development (as applicable):
   - AQF descriptors, guidelines, distinguishing features and learning outcomes.
   - Academic benchmarking (see IIBT’s Benchmarking Policy).
   - Industry benchmarking through professional associations.
   - National Protocols and Guidelines for accreditation of higher education or ELICOS courses.

   In the development of new courses, the Course Design Checklist is utilised.

   Courses are developed in a timely manner, responding to industry demands.

Once a course has been developed and approved by the Academic Board, the Academic Board will instruct the Academic Director or the English Program Manager to:

   a) make arrangements for accreditation by the appropriate regulatory authority (if applicable).
   b) update the IIBT register of approved course reviews.
   c) provide an annual report to Governance Board, through the Academic Board, as well as the Risk Management Committee, on development activity and associated outcomes.
   d) advise admissions staff when course is approved.
   e) appoint and/or inform teaching staff to teach course.
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<td><strong>f)</strong></td>
<td>instruct administrative staff of required materials (e.g. unit code, database adjustments, course planners, brochures, website, etc.) and once implemented, advise all other staff accordingly.</td>
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<td><strong>g)</strong></td>
<td>Other activities as required to deliver the new course.</td>
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**END OF DOCUMENT**