



Course & Subject Development, Review, Amendment & Teach Out Policy and Procedure

Modification history

Date	Modification	Person responsible
28/11/11	Addition of section to meet CAP conditions	Dr Ian Whyte
27/6/2012	Changes to Course Review procedure	Dr Ian Whyte
6/11/2012	Addition of the Changes to the Policy section which requires AB approval	Dr Ian Whyte & Gerald Lipman
9/2/2016	Title and role update	Dr George Brown
16/11/2017	Changes made to reflect establishment of Teaching and Learning Committee	Approved by 16/11/17 Academic Board
25/11/19	Revisions to accommodate recommendations from an External Governance Review – clarification of course vs subject review processes	Approved by Academic Board 10/12/19
6/12/20	Updates to incorporate established teach out processes into policy. Change of nomenclature from Program to Course	Approved by Academic Board 8/12/2020

Definitions

AQF – Australian Qualifications Framework

Course – A qualification comprised of a number of subjects.

TLO – Threshold Learning Outcomes

Subject – An individual unit of study which is contained within a course

SLO – Subject learning outcome

CLO – Course learning outcome

Preamble

Quality assurance in course & subject development, review, amendment & teach out, and the continuous improvement of ICHM's individual subjects and courses is fundamental to ICHM meeting its registration and accreditation responsibilities under the Higher Education Standards Framework (Threshold Standards) 2015. They are also fundamental to ICHM achieving its mission.

Overall course & individual subject quality is achieved through a comprehensive system of design, evaluation and review, incorporating advice and feedback from students, staff and external stakeholders. ICHM's system of review ensures that its qualifications are contemporary and comprehensive.

Course & Subject Development

Policy

ICHM will develop academic courses and additional subjects that fit within its strategic directions and capacities.

Procedure

Initial concepts for new courses and new subjects will be discussed with the Principal, Chief Executive and the Executive Management team.

If initial concepts are supported a more detailed proposal will be prepared and include:

- Rationale
- Evidence of preliminary consultation with stakeholders including staff, industry and alumni.
- Course structure, content and outcomes (where applicable)
- Subject content and learning outcomes (where applicable)
- Staffing and resources implications
- Timelines for development, accreditation (where applicable) and implementation

The proposal for new courses will be approved by the ICHM Executive Team before being submitted to the College Council to ensure the new proposed course aligns with the Strategic Plan. A comprehensive Business Case should be developed for the College Council for this purpose. Once approved by the College Council, then the course specific details of the case are to be submitted to the Academic Board for approval.

Following Academic Board approval, the Principal will prepare the required accreditation documentation for submission to TEQSA.

The proposal for new subjects will be approved by the ICHM Executive Team before submission to the Academic Board for final approval and implementation. The section 'Subject and Course Amendments' of this policy must be observed.

Course Review

Policy

ICHM will conduct a course review at least once during the accreditation cycle of a qualification. A course review is a rigorous process which comprises of an "all of course" approach. A course review is convened by the Principal and encompasses the following:

- Benchmarking of overall course structure with other comparable courses – This process ensures that the course under review remains comparable and competitive with similar courses of study. The benchmarking of structure will also include admission standards;
- Review of Course Level Outcomes (CLOs). This overall process ensures that the initial CLOs for a qualification are still being met in accordance with the initial approved curriculum;
- Review of alignment with the ICHM Graduate Qualities – This process ensures that the Graduate Qualities align with CLO's and are still being adhered to;
- Review of Year level outcomes. This process involves the review of the overall outcomes for each year level of a course to ensure the relevant AQF and TLO requirements are still being met;
- Review of exit qualification point outcomes – This process ensures that the integrity of exit point qualifications (where applicable) are still being met and the requisite AQF outcomes are being observed;
- Confirmation of Subject Learning Outcomes (SLO's) – As part of the course review process, individual Lecturers will confirm the currency and relevant of SLOs in accordance with the Subject Review process (see below);
- Spread of past results for subjects within the course over the past 3 years;
- Modes of delivery;

- Assessment methods utilised within subjects and appropriateness across the years of the course (e.g., amount of group work and examinations);
- Any risks to quality identified by the review group

Procedure

All academic staff in related disciplines will be involved in Course Reviews. Academic staff are expected to provide reports on emerging trends and issues which warrant updates to their subject within the course under review. These reviews will generally occur over a period of at least two days, with seminars being conducted to address the above requirements.

Review outcomes

Any proposed changes to a course arising from the above review process must be approved by the Academic Committee and will be discussed with the Chair of the Teaching and Learning Committee. The Principal will assess proposed updates (if any) and determine the appropriate actions (see Curriculum Amendments) to seek approval of the proposed changes.

The Principal will report on all formal review outcomes to the Academic Board and the Academic Board shall approve any amendments in accordance with Course Amendments below.

Subject Review

Policy

ICHM will maintain the quality and continuous improvement of each subject within each course through a system of internal and external review and benchmarking against best practice.

ICHM will identify and implement processes to ensure that internal and external individuals and groups involved in review and providing feedback are informed of the outcomes and changes resulting from their review and feedback.

To assist in coordinating the subject reviews the ICHM Program Coordinators will have oversight of individual Discipline Streams. Under each Discipline Stream, the Program Coordinator is responsible for:

- Ensuring on-going review of subjects and the streams' academic contribution to the overall course.
- Ensuring academic coherence and that subject content is progressively developed to a higher level over the duration of the course.
- Developing an environment where scholarship has a high priority.
- Mentoring new lecturing staff and/or staff who have not completed qualifications at the desired level.
- Ensuring validation and moderation of assessment.
- Identifying and encouraging professional development opportunities.

Procedure

The Program Director Academic in conjunction with the Program Coordinators, will develop a 3 -year Subject Review and Update Plan. This plan is a schedule (classified by discipline) which determines the year and semester within which a subject will undergo a comprehensive Subject Review. The plan is approved by the Academic Board.

Subject reviews are conducted by a discipline lead lecturer and overseen by a Program Coordinator. The subject reviews will incorporate the following as part of the review team:

- A GIIAC member
- An industry expert
- An academic expert
- A current student enrolled or who has recently completed the subject under review
- A recent alumnus who has completed the subject within the last two years

Subject reviews will address the following:

- Review of Subject Learning Outcomes (SLOs) to ensure currency and continued alignment with Course Learning Outcomes (CLOs)
- Review of assessment strategies, including but not limited to, currency, weighting and rigour of assessment points to ensure alignment with the AQF and TLO requirements
- Review of information from the following sources:
 - External benchmarking partners and competitor analysis
 - Internal Subject survey results as outlined in the Stakeholder Survey Policy
 - Student Representative Council subject feedback (where applicable)
 - End of Subject Reports
 - Study Guide, Learner Guide and assessment exemplars
 - Prescribed text (where applicable)

Review outcomes

Any proposed changes to subjects arising from the above review methods/procedures must be approved by the Academic Committee and presented by the Principal to the Academic Board for approval.

The Program Director Academic will report annually on the status of formal subject reviews to the Academic Board.

Subject & Course Amendments

Policy

Proposed amendments to courses and subjects will be submitted by ICHM to the relevant body for approval.

Procedure

Mandated procedure for specific major amendments

Under the conditions of accreditation ICHM must seek approval from TEQSA before introducing major amendments to a course during the period of accreditation. Major changes include:

- major alterations to teaching premises;
- changes to delivery location by moving to a new site, adding an additional site (including any offshore sites) or withdrawing from an existing site;
- changes to the mode of delivery of a course, such as from face-to-face to distance education or on-line;
- withdrawal of professional or industry course accreditation;
- significant substitution of new core subjects or significant deletion of core subjects in a course (such as that comprising more than 25% of the total number of subjects in the course);
- any changes to the title of a course; and/or
- significant reduction in student contact hours in a course.

The above major amendments must be approved by the Academic Board before submission to TEQSA.

Major amendments

In addition to the above major amendments, the following major amendments must be submitted to the Academic Board for approval:

- Change of admission requirements
- Addition of new core subjects*
- Withdrawal of core subjects*
- Addition of new elective subjects
- Change of learning outcomes for a subject
- Change of assessment for a subject
- Modification of prerequisites and co-requisites

* not exceeding 25% of the total number of subjects in the course

Minor amendments

The minor changes listed below must be submitted to the Academic Committee for approval.

The Chair of the Academic Committee will submit approved minor amendments to the Principal for approval.

The final decision on the amendment is the responsibility of the Principal.

The Principal will present an annual report on minor amendments to the Academic Board.

Minor amendments include:

- Change of prescribed and recommendations readings

Development of subject materials

Policy

ICHM will ensure that subject materials

- Include current and emerging theory, models, concepts and research.
- Include current and emerging industry practice and the latest technology.
- Include a mixture of theory/models, industry examples and learning activities.
- Ensure the guides cover student learning outcomes, indicative content and assessment as specified in the Subject Statements.
- Ensure the delivery structure and content allows for effective transfer of knowledge and skills.
- Include contemporary adult learning principles.
- Include a range of delivery methods/options for different learning styles.
- Provide opportunities for participants to reflect on their experience and learning.
- Ensure appropriate linkages are made to ICHM Graduate Qualities, Course Learning Outcomes, Subject Learning outcomes and Threshold Learning Outcomes.

Procedure

ICHM will develop and use templates for the development of Learner and Study Guides.

ICHM will develop Quality Criteria to be used in the development and update of Learner and Study Guides.

ICHM will include the review Learner and Study Guides in the external review of degree subjects.

Program Coordinators will ensure that Learner and Study Guides for their Discipline Stream subjects are reviewed by Lecturers on an annual basis.

The ICHM Principal or delegate will report on these procedures annually to the Academic Board.

Teach out of Courses

Policy

ICHM has established arrangements for planning and implementing the teach out of students where a course is being discontinued either in its entirety or ceasing to be delivered in a particular location.

This policy aims to ensure that individual enrolled students are not unreasonably disadvantaged by the discontinuation of a course or the transition process. The process focuses on ensuring that learning outcomes are achieved, enrolled students have the opportunity to complete their course within a reasonable time (generally within two years), and so far as possible the supporting resources are maintained throughout the teach out period. There is also a need to ensure that the College Council and its sub-committees have oversight and approval of the teach out and transition arrangements, and the relevant stakeholders are consulted and engaged throughout the process.

Where ICHM discontinues an existing accredited course or the required subjects cease to be available for reasons beyond ICHM's control, ICHM will follow the procedures and processes described below to teach out the course where applicable or transition students to a replacement course while managing any issues that may arise.

Procedure

The procedure for teaching out an accredited course has the following steps:

1. Declare the intention to teach out a course.
2. Consultation with stakeholders.
3. Planning a course teach out
4. College Council decision on course teach out and Academic Board approval of the Teach Out Plan.
5. Notifying TEQSA and submit a teach out application (if applicable).
6. Implement the course Teach Out Plan.

1. Declare the intention to teach out a course

A proposal to teach out a course may emerge from one of the following processes:

- Cyclical course review.
- Course reaccreditation within two years of expiry.
- New course accreditation as a replacement course.
- Financial planning processes.

An intention to teach out a course is recommended by the Senior Management Team and approved by the College Council. The Academic Board will approve the Teach Out Plan and monitor its implementation as per the below steps.

2. Consultation with stakeholders

The Principal has the responsibility for a course considered for teach out and shall involve relevant stakeholders at the earliest stages of consideration.

The following groups may be included in the consultation process to explain the change and to seek recommendation and support for the decision-making process:

- Senior academic staff (Program Director Academic, Program Coordinators)
- Senior Management Team
- Teaching and Learning Committee
- Third-party partners (if applicable)
- Students currently enrolled in the course, including those who are on leave of absence

3. Planning a course teach out

All impacts of teaching out the course will be identified and documented by the Principal.

The Principal will prepare a report providing details of latest enrolments. In the planning and preparation of this report, the Principal will always reference the following guiding principles to ensure the best outcomes for enrolled students:

- Students cannot be disadvantaged.
- Their qualification completion time cannot be extended as a result of any transition or teach out unless there are exceptional circumstances.
- The student's qualification should cost them no more to complete except annual incremental of tuition fees as per the accepted terms and conditions of their enrolment.
- The course outcomes and potential employment opportunities achieved are aligned or with comparable with those of their original enrolment (applicable only if students are being transitioned to an alternative course); and
- Student's will have appropriate recourse should any proposed teach out not meet with their wishes or if further information is required by them.

The report will include the proposal for the teach out of the course which will outline:

1. Reason/s (academic/strategic/ financial etc.) for the discontinuation.
2. Whether there is a replacement course proposed.
3. The number of students currently enrolled and their level of progression.
4. Rationale and assumption for determining the appropriate cohorts of student for teach out (or transition to a replacement course if applicable).
5. An explanation of how students enrolled in the course will be supported to complete the course in which they are enrolled (or transitioned into a new course) without disadvantage).
6. The last study period in which existing students will be required to complete their studies. This must consider student enrolment patterns (full time/part-time), WIL placement where applicable and facilitate timely completion especially for part-time students.
7. The transition arrangements that will apply if a student fails to complete the course in the designated teach out period.
8. Details of the communication plan to staff, students and relevant stakeholders, including target audience, timeframe and communication objectives.
9. Formal notification and application to TEQSA. Note this step is only applicable if the Course Teach Out Plan identifies the need for the course accreditation to be extended to accommodate students to complete the course of study
10. Monitoring and reporting requirements

The Principal will forward the report and proposed Teach Out Plan together with additional supporting information to the CEO for review, approval by the College Council and approval of the Teach Out Plan by the Academic Board.

Additional notes:

If certain circumstances beyond ICHM's control determine that a subject or subjects become unavailable, then alternatives that are available to each student to allow course completion within the approved teach out timeframe will be developed.

ICHM will work with each student to identify alternate subjects in the following order:

- a. Approving alternative core or elective subjects from other subject offerings. Such substitutions will need to be approved by the Academic Board to ensure that there are no significant issues for completing students and that the course outcomes are achieved by each student.
- b. Identifying and approving alternative subjects offered by another provider via online/distance learning or cross-institutional enrolments. Such substitutions will need to be approved by the Academic Board to ensure that there are no significant issues for completing students and that the course outcomes are achieved by each student.
- c. A contingency plan for any student who does not complete their course in a reasonable time due to exceptional circumstances (e.g. serious illness) may need to be implemented for some students.
- d. Individual course maps showing subject substitutions will be prepared for all affected students to ensure timely progression. Course maps will be reviewed each study period to ensure that any progression issues are resolved.

4. College Council decision on course teach out, and Academic Board approval of the Teach Out Plan

Once the decision has been made to teach out a course and the Teach Out Report has been signed off by the CEO, the report is presented to the College Council for approval. The College Council may:

- approve the proposal to teach out the course; or
- require adjustments to Teach Out Report and accompanying Teach Out Plan; or
- decline the proposal.

If the College Council approves the Teach Out Report, the Teach Out Plan will be presented by the Principal to the Academic Board for its approval. The Academic Board will monitor the plan up to and including the final graduating cohort of students being taught out. The Academic Board will advise the College Council of the status of the Teach Out Plan as it progresses on an annual basis.

5. Notifying TEQSA and submit a teach out application (if applicable)

Once the Teach Out Plan has been approved by the College Council, the CEO will formally notify TEQSA and seek advice from the TEQSA Case Manager (only required for course accreditation extension)

For a material change notification, refer to the TEQSA Material Change Policy

<https://www.teqsa.gov.au/latest-news/publications/material-change-notification-policy>

For submission of a course teach out application, ICHM will notify their TEQSA Case Manager for the scope of evidence to apply in accordance with the information available at <https://www.teqsa.gov.au/withdrawing-coursesteachout>

6. Implement the course Teach Out Plan

If the Teach Out Plan is approved by the College Council:

- The Academic Board will be advised of the decision for noting and will approve the Teach Out Plan
- The decision will be communicated to staff, including staff responsible for admissions, enrolments, and marketing.
- The decision will be communicated to affected students who will be immediately advised in writing by email including the reasons for the course becoming unavailable, the timeframe for discontinuation, the alternatives that may be available to each student, that no deferral of commencement of leave of absence is possible, and a nominated contact person to assist students with their individual enquiries. All student communication will include students actively studying (including those on industry placement), those on leave of absence, those suspended and students who have been made offers.
- The Registrar will make appropriate updates to the student's enrolment, as necessary.
- The Director of Marketing will be advised and will remove the course from the website and all related promotional material, any agent websites promoting the course and all publications. This removal will take account of the timing of the accreditation cycle and the accreditation of any replacement course (if applicable).
- The Director of Marketing will also advise all agents and partners that the course is to be withdrawn and the date of the final intake and will publish information for students on a dedicated webpage.

The Principal will ensure that the Teach Out Plan includes, at a minimum, the following key elements:

- Students will have an opportunity to complete the discontinued course within the teach out period.
- The proposed timeline of activities, including the effective date of course discontinuation.
- Mapping of subject delivery across the teach out period based on estimated student enrolment patterns, taking into account any part-time enrolments in the course and allowing for a normal timely progression for these students, and to maximise student completions and minimise subject offerings;
- A communication plan detailing the proposed timeline and methods to notify students of the Teach Out and Transition Plan, including any students who may be on leave of absence, and to inform staff and other stakeholders.
- A listing of affected students and anticipated decisions regarding teach out that will result in them not being disadvantaged by discontinuing the course.
- A contact person or persons to deal with student enquiries about the process.
- Meetings with all affected students to explain processes and address any concerns.
- In exceptional circumstances where a student is unable to complete the course within the teach out plans parameters, arrangements are made for the student to complete the outstanding units at another approved provider, or the Academic Board approves replacement units for the student in order to complete the award

Changes to the policy

The Academic Board must approve any change to this Course and Subject Development, Review, Amendment and Teach Out policy and procedure.