











Area of curriculum design	Considerations	1. KHE CEO or KBS EGM	2. Internal Review led by Academic Dean or equivalent	3. T&LC	4. CAC External	5. Academic Board approval required	6. TEQSA notification of 'material change' required
Unit <u>learning outcomes</u>	<ul style="list-style-type: none"> <li>Changes to marketing collateral</li> <li>Changes to unit/subject outlines (<i>refer to Attachment 3</i>)</li> <li>Changes to T&amp;L course materials</li> <li>Changes to course mapping documentation</li> <li>Changes to assessment strategy</li> <li>Changes to professional accreditation mapping</li> </ul>	X	✓	✓	✓	✓ Reported as a report from the TLC.	✓ If there is an introduction of a new major or specialisation, communicate changes via a Material Change Notification
Introduction of a new major or specialisation	<ul style="list-style-type: none"> <li>Marketing implications</li> <li>Implications regarding changes to marketing collateral</li> <li>System changes</li> <li>Changes to course materials</li> <li>Updated course mapping documentation</li> <li>Impact on students and their educational or professional</li> </ul>	X	✓	✓	✓	✓ Reported as a report from the TLC.	✓ Communicate changes via a Material Change Notification
Introduction of a new <u>unit</u>	<ul style="list-style-type: none"> <li>Marketing implications</li> <li>Implications regarding changes to marketing collateral</li> <li>System changes</li> <li>Changes to course materials</li> <li>Updated course mapping documentation</li> <li>Impact on students and their educational or professional outcomes</li> </ul>	X	✓	✓	X	✓ Reported as a report from the TLC.	Identified through course review process and communicated to TEQSA during reaccreditation process.
<u>Changes to Core or elective units</u>	<ul style="list-style-type: none"> <li>Changes to marketing collateral</li> <li>System change</li> <li>Changes to course materials</li> <li>Changes to course mapping documentation</li> </ul>	X	✓	✓	✓	✓	✓ Communicate changes via a Material Change Notification or new Course application.
Unit workload ( <u>Credit Points</u> )	<ul style="list-style-type: none"> <li>Changes to marketing collateral</li> <li>System changes</li> <li>Changes to course materials</li> <li>Implications for course structure</li> <li>Teach-out/transition implications</li> </ul>	X	✓	✓	X	✓	Identified through course review process and communicated to TEQSA during reaccreditation
<u>Changes to Pre-requisites</u>	<ul style="list-style-type: none"> <li>Changes to marketing collateral</li> <li>System changes</li> <li>Changes to unit outline</li> <li>Changes to prerequisites need to support the academic progression of students, and should not be considered for other reasons such as the administrative.</li> </ul>	X	✓	✓	X	X	Identified through course review process and communicated to TEQSA during reaccreditation process.

## Attachment 2: Approval process for Unit Review



Area of unit outline	Considerations	1. KHE CEO, MIT or KBS EGM or equivalent	2. Internal Review led by Academic Dean or equivalent	3. T&LC	4. CAC External	5. Academic Board approval required	6. TEQSA notification of 'material change' required
<b>Unit code</b>	<ul style="list-style-type: none"> <li>Change to reflect approved changes to unit title</li> <li>Change must reflect Kaplan's coding conventions</li> <li>System changes</li> <li>Update course mapping documentation</li> </ul>	X	✓	✓	X	Reported as a report from the TLC.	X
<b>Unit title</b>	Change to reflect change in: <ul style="list-style-type: none"> <li>Industry nomenclature e.g. legislation such as WHS has replaced OHS</li> <li>Changes to unit/subject outlines (<i>refer to Attachment 3</i>)</li> <li>Changes to T&amp;L course material</li> <li>System changes</li> <li>Update course mapping documentation</li> <li>Changes to marketing collateral</li> </ul>	X	✓	✓	X	Reported as a report from the TLC.	X
<b>Unit workload</b>	Review and assessment of how changes will impact on delivery, student outcomes, assessments etc.	X	✓	✓	X	✓ Reported as a report from the TLC.	Identified through subject review process and communicated to TEQSA during course reaccreditation process.
<b>Mode of delivery of unit</b>	<ul style="list-style-type: none"> <li>Marketing material</li> <li>Unit/subject outlines (<i>refer to Attachment 3</i>)</li> <li>Review course mapping of assessments to course learning outcomes to ensure alignment</li> <li>System changes</li> <li>ESOS requirements</li> </ul>	X	✓	✓	X	✓	If there is a replacement or redesign of more than 50% of subjects within a course, communicate via a Material Change Notification

### Attachment 3: Approval process for changes to Unit Outlines



Area of unit outline	Considerations	1. KHE CEO, MIT DIRECTOR or KBS EGM	2. Internal Review led by Academic Dean or equivalent	3. T&LC	4. CAC External	5. Academic Board approval required	6. TEQSA
<b>Unit/ <u>T&amp;L content /resources</u></b>	<ul style="list-style-type: none"> <li>Alignment with course and unit learning objectives</li> <li>Kaplan Graduate attributes and professional outcomes</li> <li>Currency of T&amp;L material provided</li> <li>Discipline changes from a theoretical and/or industry perspective</li> </ul>	X	✓	✓	X	X	X
<b>Unit <u>weekly structure</u></b>	<ul style="list-style-type: none"> <li>Outcome of change to topics or topic order need to support student achievement of subject and course learning outcomes and assessments.</li> <li>Changes need to be consistent across delivery modes.</li> </ul>	X	✓	✓	X	X	X
<b>Teaching methods/strategies</b>	<ul style="list-style-type: none"> <li>Outcome of change needs to be consistent with and improve the achievement of unit and learning outcomes</li> <li>Review cohort data, e.g. grade distribution, progression, attrition, etc.</li> <li>Kaplan Graduate attributes /course and professional outcomes need to be considered</li> <li>Unit learning outcomes reviewed in the mapping documentation</li> </ul>	X	✓	X	X	X	Required if there is a change in predominant mode of delivery
<b>Student assessment</b>	<ul style="list-style-type: none"> <li>Assessments need to change during the accreditation period to reflect changes in the discipline, to maintain academic integrity as well as to ensure that relevant subject and course learning outcomes are being met.</li> <li>Changes to assessments need to maintain alignment with mapped unit learning outcomes.</li> </ul>	X	✓	✓	X	X	X
<b>Prescribed texts</b>	<ul style="list-style-type: none"> <li>Impact on student learning.</li> <li>Availability of new or replacement text</li> <li>Changes to course material</li> </ul>	X	✓	✓	X	X	X