

Course and Units Development and Review Policy

Introduction

To sustain a quality student learning experience, Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology is required to conduct regular reviews of their courses inclusive of the individual units that make up a course. The reviews ensure the School's course offerings are consistent with current employment outcomes, meet professional requirements and are aligned with good academic practice and are delivered at the appropriate Australian Qualifications Framework (AQF) level.

Scope

This Policy applies to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology, ("the School").

Purpose

This policy outlines the minimum standards to be met when developing and reviewing all higher education units and courses within the School. It aims to assure and enhance the quality and relevance of the School's higher education academic programs by establishing a robust review process for all award courses.

Definitions

Development – the design and creation of new units and/ or courses.

Review - the formal evaluation and assessment of an existing unit and/or course.

Curricula Management Documentation – refers to the course documentation which outline information about how the course will be delivered and managed, such as the course rationale and analysis, course learning outcomes mapping, course content and structure, unit outlines, assessment information and course related transition arrangements plans and/or implementation reports.

Policy Principles

The School's higher education courses and units :

- meet unchanged regulatory requirements and standards including the *Australian Higher Education Standards Framework 2015* and the *Australian Qualifications Framework (AQF)*;
- embed principles of good practice in design and review;
- embed best teaching and learning practices;
- align School Graduate Attributes and relevant learning outcomes;
- use appropriate administrative, physical and technological resources;
- align with the School's Teaching and Learning Plan; and
- meet relevant accreditation requirements including that of relevant industry and professional bodies.

Development Standards

All of the School's higher education course and units development projects will:

- complete the applicable Curricula Management Documentation;
- be monitored and records maintained to ensure the School meets its regulatory obligations;
- engage external academic and industry experts to review and provide feedback in relation to substantial course-level reviews.

Course Development

The Course Advisory Committee (CAC)* will undertake its functions as outlined in the *Academic Quality and Governance Framework* available on the website, currently at:

<https://www.murdochinstitute.wa.edu.au/policies/>

Note: Where the course does not articulate into Murdoch University (General English and EAP courses), a working group may be created in lieu of a CAC.*

Unit Development

Where a single unit is developed separate to the course development process, the following must occur:

- the unit must be reviewed holistically with regard to the relevant course(s) learning outcomes;
- the relevant Curricula Management Documentation is updated to reflect the proposed unit's introduction to the course;
- the updated Curricula Management Documentation is reviewed and endorsed by the Teaching and Learning Committee (T&LC)*.

Note: Where the unit is not a Murdoch University subject (General English and EAP courses), a working group may be created in lieu of the TLC.*

Review Standards

For all the School's higher education course and unit review projects, following standards will apply:

- Changes to a course or unit during an accreditation period must be monitored and records maintained by the School to ensure it meets its regulatory obligations.
- Course and/or unit delivery data must be used to inform decisions and changes made.
- The School must develop, maintain and provide to the Kaplan Higher Education Academic Board a "Review Schedule". This Schedule will be also presented to the Murdoch Institute of Technology – Murdoch University Academic Committee.
- The School must maintain a "Register" of all course and unit changes.

Course Review

- The School's higher education courses are reviewed at least once every seven (7) years during the course (re)accreditation period (i.e. before the accreditation expiry date).
- All course reviews must be holistic and engage external academic and industry experts to review and provide feedback regarding the proposed revisions.
- The CAC's composition must be consistent with the terms in the School's *Academic Quality and Governance Framework*. In the case of Murdoch Institute of Technology, where the course does not articulate into Murdoch University, a working group may be created in lieu of a CAC.
- The course review is to be supported by a Course Advisory Committee (CAC) report, which is provided to the KHE Academic Board and the MIT – MU Academic Committee.
- Records of the course review process must be maintained by the School, together with evidence,

such as Curricula Management Documentation, data relating to the effectiveness of changes, etc.

Unit Review

- The School's higher education units are reviewed at least every two (2) years.
- Unit review documentation is maintained by the School and reported to the Teaching and Learning Committee (T&LC)*.
- Where a single unit is reviewed separate to the course review process, the unit must be reviewed holistically with the relevant course(s).

Note: Where the unit is not a Murdoch University subject, a working group may be created in lieu of TLC.*

Relevant Legislation and Policies

As a registered provider, Murdoch Institute of Technology operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Below, please find the most relevant legislation which apply to this policy:

- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
<https://www.legislation.gov.au/Details/C2017C00271>
- Higher Education Standards Framework 2015
<https://www.legislation.gov.au/Details/F2015L01639>
- Education Services for Overseas Students Act 2000 (ESOS Act 2000)
<https://www.legislation.gov.au/Details/C2018C00210>
- Education Services for Overseas Students Regulations 2001
<https://www.legislation.gov.au/Details/F2016C00681>
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
<https://www.legislation.gov.au/Details/F2017L01182>
- Australian Qualifications Framework <https://www.aqf.edu.au/>
- Disability Discrimination Act 1992 <https://www.legislation.gov.au/Details/C2018C00125>
- Disability Standards for Education 2005 <https://www.legislation.gov.au/Details/F2005L00767>
- Privacy Act 1988 <https://www.legislation.gov.au/Series/C2004A03712>

Other policies associated with this policy, to be found currently at following link:

<https://www.murdochinstitute.wa.edu.au/policies/>

- Academic Integrity and Conduct Policy
- Assessment Policy
- Attendance Policy
- Code of Practice
- Course and Unit Surveys Policy
- Diversity, Inclusion and Equity Policy
- Learning Facilities and Resources Policy
- Progression Policy
- Reasonable Adjustment Policy
- Record Management Policy
- Special Considerations Guidelines and Processes
- Student Code of Conduct

Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and Implementation Officer to ensure compliance with this policy.

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer		College Director and Academic Director		
Review Due Date		March 2023		
Approved by				
KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Quality and Governance Team	New Policy supercedes the Curricula Development Policy.	2.03.2017	16.03.2017
2.0	Quality, Regulations and Standards Team in collaboration with the Team at MIT.	<p>Policy review.</p> <p>Removed attachments and references to them as Attachments 1,2 and 3 are no longer accurate.</p> <p>Since this policy was approved in March 2017, the School has developed comprehensive course and units review processes that have been considered and approved by the KHE Academic Board and the MIT-MU Academic Committee.</p> <p>Minor wording changes and re-organised information to improve accuracy and clarity, and to align with current processes and terminology.</p> <p>Minor wording changes to improve specificity to the School.</p> <p>Include information on relevant legislation and related policies.</p>	26.03.2020	01.04.2020

