

Procedure Title: Curriculum Accreditation Procedure

Owner: Deputy Vice-Chancellor (Education)

This procedure supports the University to operationalise the Curriculum Accreditation and Evaluation Policy and must be complied with.

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Procedures Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

The purpose of this procedure is to support the University to operationalise the Curriculum Accreditation and Evaluation Policy.

2. ORGANISATIONAL SCOPE

This procedure applies to the University Accreditation of Curriculum Items.

Where the term School is used, it also includes and/or Teaching Area. Where the term Curriculum Teaching and Learning Committee (CTLTC) is used, it also includes the equivalent committee for a Teaching Area. School roles which are specified in this Procedure, such as Executive Dean, Associate Dean (Discipline), Associate Dean (Teaching and Learning), will have an equivalent in a Teaching Area.

Academic Board must approve any major amendments to these procedures (i.e. those changes that change the overall intent of one or more sections of these procedures). The Procedure Owner may approve minor amendments and updates to these procedures.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this procedure:

Term:	Definition:
Accreditation	Means a formal process through which a course of study is approved and accredited in accordance with the Curriculum Delegations. This includes initial accreditation of courses and the reaccreditation of courses every five years in accordance with the Curriculum Accreditation and Evaluation Policy.

Term:	Definition:
	ECU is authorised under the Tertiary Education Quality Standards Agency (TEQSA) Act 2011 to self-accredit each course of study that leads to a higher education qualification that it offers or confers.
Concept Proposal	Means a proposal for the development of a new Award Courses, Non-Award Courses, Majors and Specialisations, or the substantial change of these curriculum items, which incorporates stakeholder feedback and approval by the University Executive for Award Courses.
Curriculum Delegations	Means the Academic Board approved authority to make, change or archive curriculum.
Credit Pathway Micro-credential	Means Micro-credentials that provide admission or Course credit towards a specified Award Course/s. They reflect the academic standards of the specified Course/s; are aligned to an AQF level; and the volume of learning is consistent with the amount of credit earned in the intended Course.
Proposer	Means a member of academic staff responsible for initiating a proposal for a new or amended Course, Major or Specialisation, usually the Unit Coordinator or Course Coordinator.
Training Package	Means the components of a VET training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages.
Transition Plan	Means a document outlining how any Students affected by a new or Archived Course or Unit(s), will transition to a new Course, or how they may complete their current Course.
VET Accredited Course	Means a Course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses.

4. PROCEDURE CONTENT

Approvals

- 4.1. All curriculum is approved in accordance with the Curriculum Delegations.

Short Courses

- 4.2. A new or modified Short Course requires Executive Dean approval and must be noted by the relevant School CTLC. Short Courses do not require management in CAPS and must be monitored and reviewed by the School responsible for delivery.

Micro-credentials

- 4.3. As outlined in the Curriculum Delegations, new or modified Micro-credentials require Executive Dean approval and must be noted by the relevant CTLC.
- 4.4. Micro-credentials must be monitored and reviewed by the School responsible for delivery.
- 4.5. Credit Pathway Micro-credentials require CTLC approval.

New Award Courses

- 4.6. The development and Accreditation of new Award Courses is a two-stage process:
- Concept Proposal: based on the strategic intent and rationale for the course, employment opportunities for students and graduates, professional accreditation details (if applicable), and anticipated student demand and financial viability.
 - Course Development: full Course development ensuring compliance with University Policy and associated legislation leading to Accreditation by the University.
- 4.7. The two-stage process in paragraph 4.6 applies to all new Courses (including Non-Award and Vocational Education and Training Courses), Majors and Specialisations.
- 4.8. All new Courses will normally be Accredited for five years. The Academic Board may approve a shorter period as necessary.

Concept Proposal

- 4.9. A Concept Proposal will be developed by the School using the required process and templates and must include:
- Evidence of appropriate independent market analysis to demonstrate relevant market research, sector/industry demand and suitability, indicative enrolments and other relevant detail about the future demand and impact on any existing offerings. At a minimum, Growth, Engagement and Marketing (GEM) must be consulted in the preparation of this analysis. Proposals are unable to progress without evidence of GEM support for market demand.

- b. Evidence of School finance business partner analysis to demonstrate grounds for viability.
 - c. Justification for the new Course, including the expected benefits or outcomes for the University, School, Students, and community, along with any impact to existing School or University offerings. Evidence of consultation with other Schools should be included where appropriate, along with how the Course will leverage staff strengths within the School. Consideration must be given to resource requirements and the University's strategic aims.
 - d. Alignment with Research strengths, themes, priorities and expertise within the School or University.
 - e. Reference to Professional Accreditation requirements or Professional Accreditations to be obtained including whether this is mandatory or desired, and if this is a new professional body arrangement. For new Professional Accreditation arrangements the [Professional Accreditation Procedures](#) must be adhered to.
 - f. Details of any educational partnerships (new or existing). For new partnerships the [Educational Partnerships Policy](#) must be adhered to.
 - g. An overview of the proposed Course structure with justification and descriptions for each new and existing Unit, to facilitate interdisciplinary feedback on the proposal, and to assist in identifying duplicated Units. Where possible existing Units should be utilised before creating new ones.
 - h. Feedback from key School stakeholders, including (as relevant) the Associate Dean Discipline, Associate Dean (Teaching and Learning), the International Office, Academic Quality and Standards, academic staff, the Course Consultative Committee, and industry partners.
- 4.10. A Concept Proposal must then be:
- a. reviewed and endorsed by the School CTLC and Executive Dean;
 - b. submitted to AQS to ensure compliance and completeness before circulation by AQS for University consultation and feedback. Proposals must receive response and support from at least 50% of the stakeholder group (including at least 4 different Schools and relevant central areas) before they can progress for further review;
 - c. reviewed and endorsed by the Manager, AQS to consider feedback provided by stakeholders; and
 - d. submitted to the Deputy Vice-Chancellor (Education) (DVCE) for review and endorsement prior to submission to the University Executive for consideration.
- 4.11. Paragraphs 4.9 - 4.10a-c will also apply to new Majors and Specialisations. Proposals for new Majors and Specialisations will be referred to the DVCE for review and approval, in accordance with the Curriculum Delegations.

Accreditation of New Courses

- 4.12. Once approved for development, as outlined in 4.10d and 4.11, the new Course can progress for development in the curriculum management system (CAPS).
- 4.13. All Course development must include consultation with relevant areas of the University including AQS and the Centre for Learning and Teaching (CLT) to ensure that all elements of the Australian Qualifications Framework (AQF), Higher Education Standards Framework (HESF), Education Services for Overseas Students (ESOS) (where applicable) and other relevant Policy and legislation are addressed.
- 4.14. The School CTLC should review the proposed new Course for quality and accuracy, ensuring that any professional body requirements are addressed. Once satisfied that all academic quality requirements are met, the School will endorse the new Course to be referred to the University Committees for final consideration and Accreditation as required.
- 4.15. Once Accredited by Academic Board, a School may progress with registering the Course on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). A CRICOS code is required for all Courses that will be offered to International onshore Students with a student visa and a should be applied for in accordance with the prescribed process.
- 4.16. To apply for a CRICOS code, the School must ensure that the Course meets the following criteria, as outlined in the National Code:
 - a. the Course must be available for fulltime study;
 - b. the Course must be available in the on-campus delivery mode; and
 - c. where Units are available online:
 - i. Students may undertake a maximum of one third of their course units online; and
 - ii. in each compulsory study period for a Course, the overseas Student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.
- 4.17. Clauses 4.12 – 4.15 also apply to new Majors and Specialisations.

New Vocational Education and Training (VET) Qualifications

- 4.18. Where a School intends to apply for registration of a new VET qualification that is not on ECU's scope of registration with ASQA, the School must advise AQS prior to commencing the steps outlined in clauses 4.6 – 4.16. This applies to Training Packages and VET Accredited Courses.
- 4.19. For VET Accredited Courses, the Australian Skills Quality Authority (ASQA) Course Concept Proposal may be used in lieu of the Concept Proposal outlined in clauses 4.9 – 4.11. For Training Packages, the Concept Proposal is used as outlined in clauses 4.9 – 4.11.

- 4.20. Following approval of the ASQA Course Concept Proposal for VET Accredited Courses or the Concept Proposal for Training Packages, the School, in collaboration with AQS, will complete the ASQA process to apply for the qualification to be placed on ECU's scope of registration.
- 4.21. The renewal of training products on scope of registration must be endorsed by Education Committee and approved by Academic Board.

New Units

- 4.22. A Concept Proposal is not required for the development of a new Unit.
- 4.23. Unit development must occur in consultation with relevant stakeholders, and in alignment with Policy and legislation ensuring whole-of course consideration and the availability and suitability of existing Units.
- 4.24. Units will be progressed for approval using the CAPS Proposal Type outlined in Appendix 1.
- 4.25. Unit approvals are in accordance with the Delegations in the Curriculum Accreditation and Evaluation Policy (Appendix 1).

Modifications to Curriculum

- 4.26. Where a modification to a Course, Major, Specialisation, Unit Set or Unit is required the relevant Proposal Type is outlined in Appendix 1.
- 4.27. Any changes to curriculum must have evidence of consultation and take into consideration the following, before progressing for approval:
 - a. impacted Schools;
 - b. Professional Accreditation, including consultation with Professional Bodies;
 - c. Educational Partnerships, transnational delivery, collaborative or Campus specific arrangements;
 - d. Education Services for Overseas Student (ESOS) Act requirements or changes; and
 - e. Student transition arrangements, including the development of a Transition Plan (if required), in consultation with the Student Life Directorate. Details of the considerations for transition arrangements is identified in 4.31 – 4.35.
- 4.28. Modifications to curriculum must be reviewed and considered by the School CTLC for quality and approved in accordance with university process and the Curriculum Delegations.
- 4.29. Where a Condition or action is imposed on a new or modified curriculum item by a University Committee, confirmation that this has been addressed must be obtained from the Delegated Committee Chairperson, on the advice of AQS.
- 4.30. A schedule of submission deadlines for all curriculum items is published annually. New Courses must be submitted in accordance with the Curriculum Approval Schedule unless authorised by the Deputy Vice-Chancellor (Education), or nominee, on the advice of AQS.

Transition and/or Teach-Out Plans

- 4.31. Where a Course or Unit Set is replaced, modified (4.26 – 4.30) or Archived (4.36 – 4.39) the relevant School is required to prepare a Transition Plan and/or Teach-out Plan using the [Student Transition and Teach-Out Plan Template](#).
- 4.32. A Student Transition Plan and/or Teach-out Plan must address:
- any impact on Professional Accreditation for the curriculum item, and any new or amended Professional Accreditation requirements that are coming into effect;
 - the continuity of the Students' learning experiences, to assure Course Learning Outcomes can be met by Students, and the quality of the Course and Student experience is maintained;
 - any other Schools affected by the change;
 - the number of Students affected by the change, including currently enrolled Students, and those Students with existing offers to study who have not yet commenced their Course;
 - compliance with legislation as outlined in the Curriculum Accreditation and Evaluation Policy;
 - the timing of the change, having regard to arrangements required for both domestic and international Students who are enrolled or who have received an offer to study, and to any marketing arrangements for the existing Course;
 - the effect on individual or cohorts of Students, and the steps that may be required to manage such impacts, including allowing Students to complete their existing Course; and
 - any Educational Partnerships, transnational delivery, collaborative or Campus specific arrangements, or precedents in the University's Precedent Database that may be affected.
- 4.33. All Transition Plans are to be developed by Schools in consultation with Student Life, Student Administration, International Office and AQS as necessary.
- 4.34. The School is responsible for implementing a Transition and/or Teach-out Plan, once approved by the Course coordinator.
- 4.35. The School, in collaboration with Student Life, is responsible for all communication to Students via the University's official Student communication method. This ensures a copy of these communications is retained by the University.

Archiving Curriculum Items

- 4.36. Authority to Archive curriculum items is defined in the Curriculum Delegations.
- 4.37. Under the Higher Education Support Act 2003, the University must consult the Commonwealth Government, through the relevant department, if it seeks to Archive a Course or Unit Set defined by the Commonwealth as being "of national significance". If a Course or Unit Set is deemed to be "of national significance" the Vice- Chancellor's approval is required prior to commencing the Archiving process.
- 4.38. When Archiving Courses or Unit Sets, a Student Transition or Teach-out Plan must be developed (if applicable) and approved with the Archiving proposal (CAPS) (see 4.31

– 4.35).

4.39. Paragraphs 4.26 – 4.30 do not apply to Short Courses and Micro-credentials.

University Handbook

4.40. The University's Online Handbook displays curriculum information approved within the Curriculum Management System (CAPS). Any University publication that provides information about curriculum items must refer to the University's Handbook as the authoritative information source.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is Deputy Vice-Chancellor (Education) and has overall responsibility for the content of these procedures and their operation.

The Deputy Vice-Chancellor (Education) is responsible for currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS

Policies

[Curriculum Accreditation and Evaluation](#)

Operational documents and resources

[CRICOS Application Form](#)
[Curriculum Approval Schedule](#)
[Micro-credentials Procedure](#)
[Concept Proposal Templates](#)
[Transition Plan](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Deputy Vice-Chancellor (Education)
All Enquiries Contact	Manager, Academic Quality and Standards
Telephone:	(08) 6304 5678
Email address:	aqs@ecu.edu.au

8. APPROVAL HISTORY

Procedure approved by:	Deputy Vice-Chancellor (Education)
Date procedure first approved:	10 May 2018
Date last modified:	18 September 2023
Revision history:	<p>December 2019: The procedure was updated to include:</p> <ul style="list-style-type: none"> • Clarity around the approval process for Non-Award Courses, Short Courses and the inclusion of Micro-credentials • Transition Planning <p>October 2021: The procedure was updated to include:</p> <ul style="list-style-type: none"> • Clarifying statement in Organisational Scope • Reference to procedure for Micro-credentials with a separate section for clarity • Clarify requirements and process for Preliminary Proposal development • Addition of Appendix 1: CAPS Proposal Types <p>November 2021: Administrative change to the Curriculum Approval, Amendment, Accreditation and Archiving Policy title.</p> <p>December 2021: Minor administrative amendment to align with the definitions.</p> <p>September 2023:</p> <ul style="list-style-type: none"> • Amendment of the curriculum publishing date from 15 March to the deadline date as outlined in the Curriculum Approval Schedule in clauses 4.35 and 4.36 • Transferring Procedures to new template • Updating hyperlinks • Typographical errors corrected <p>October 2024:</p> <ul style="list-style-type: none"> • Updating hyperlinks • Title changed to Curriculum Accreditation Procedure • Definitions updated • Substantial re-wording of Procedure Content to streamline wording • Preliminary Proposal changed to Concept Proposal and process updated
Next revision due:	August 2027

APPENDIX 1: CAPS Proposal Types

Guidance on CAPS Proposals and Tip Sheets

Higher Education: Courses	
CAPS Proposal Types	Details
Course – New: HE	New Course or change to credit points or code)
Course – New Version: HE	Admission Requirements Change to a Course title Course structure changes Change to Teaching Period (Semesters, Terms, Trimesters, Accelerated, Full Year) Change to Course Learning Outcomes Adding or deleting unit sets Change to Owning School
Course – Amendment: HE	Handbook introduction Career keywords Course relationships Work Integrated Learning Delivery patterns and locations
Course – Coordinator Change: HE	Change to a course coordinator
Course – CRICOS/Centrelink update	For AQS use only
Course – Archive	Archiving a course no longer offered
Course – Error Correction	For AQS use only
Higher Education: Unit Sets	
CAPS Proposal Types	Details
Unit Set – New: Majors, Specialisations	New Major or Specialisation or change to code or credit points
Unit Set – New: Minors	New Minor or change to code or credit points

Unit Set – New Version: Major, Specialisations	<ul style="list-style-type: none"> Change to Unit set title Special admission requirements Unit Set structure changes Change to Owning School Change to Unit Set Learning Outcomes
Unit Set – New Version: Minors	<ul style="list-style-type: none"> Change to a Unit set title Unit Set structure changes Change to Owning School
Unit Set – Amendment: Majors, Specialisations	<ul style="list-style-type: none"> Handbook introduction Career keywords Unit Set relationships Work Integrated Learning Delivery patterns and locations
Unit Set – Amendment: Minors	<ul style="list-style-type: none"> Handbook introduction Unit Set relationships Work Integrated Learning Delivery patterns and locations
Unit Set – Coordinator Change	Change to a unit set coordinator
Unit Set – Archive	Archiving a unit set no longer offered
Unit Set – Error Correction	For AQS use only
Higher Education: Units	
CAPS Proposal Types	Details
Unit – New: HE	New unit or change of code or credit points
Unit – New Version: HE	<ul style="list-style-type: none"> Change to Unit title Change to Unit Learning Outcomes Unit version rules (pre-requisites, co-requisites, equivalents) Grading Schema Change to Owning School Work Integrated Learning Teaching responsibility
Unit – Amendment: Current Reporting Period: HE	For AQS use only

Unit – Amendment: Next Reporting Period: HE	Assessment types, titles, weightings Handbook introduction Additional learning experience information Unit content Delivery patterns and locations
Unit – Coordinator Change	Change to a unit coordinator
Unit – Archive	Archiving a unit no longer offered
Unit – Error Correction	For AQS use only
Professional Accreditation	
CAPS Proposal Types	Details
Unit Set – Professional Accreditation	For AQS use only
Course - Professional Accreditation	For AQS use only
VET: Courses	
CAPS Proposal Types	Details
Course – New: VET	New Course or change to National Course Code
Course – New Version: VET	Entry standards Course structure changes Course Learning Outcomes Adding or deleting unit sets Owning School
Course – Amendment: VET	Handbook introduction Career keywords Course relationships Work Integrated Learning Delivery patterns and locations
Course – Coordinator Change	Change to a course coordinator
Course – Archive	Archiving a course no longer offered
Course – Error Correction	For AQS use only
VET: Unit Sets	
CAPS Proposal Types	Details

Unit Set – New: VET	
Unit Set – New Version: VET	
Unit Set – Amendment: VET	
Unit Set – Coordinator Change	Change to a unit set coordinator
Unit Set – Archive	Archiving a unit set no longer offered

Unit Set – Error Correction	For AQS use only
VET: Units	
CAPS Proposal Types	Details
Unit – New: VET	New unit or Replacement unit (change of unit title, code)
Unit – New Version: VET	VET Resource Fee Prerequisite, Corequisite or Equivalent Rules
Unit – Amendment: Current Reporting Period: VET	For AQS use only
Unit – Amendment: New Reporting Period: VET	Handbook introduction Performance and/or Knowledge Evidence Assessment Conditions Delivery patterns and locations
Unit – Coordinator Change	Change to a unit coordinator
Unit – Archive	Archiving a unit no longer offered
Unit – Error Correction	For AQS use only
VET: Unit Set Marketing	
CAPS Proposal Types	Details
Unit – Amendment: VET	For Marketing use only