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## Course Development Policy and Procedure

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### 1. Preliminaries

#### Commencement

1.1 This policy and procedure commenced on 1 April 2024.

#### Purpose

1.2 The purpose of this policy is to establish a framework for the development, review, and approval of courses at the Australian Guild of Education (AGE), ensuring alignment with the Higher Education Standards Framework (HESF) 2021 and other relevant legislation and standards.

#### Application

1.3 This policy applies to all academic staff, course developers, course advisory committees and any other committees involved in the development, review, and approval of courses at AGE.

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### 2. Definitions

This document is written in plain English with jargon kept to a minimum.

- **Course:** A structured program of study leading to a qualification or an award.
- **Course Advisory Committee (CAC):** A sub-committee of the Academic Board consisting of staff and external subject matter, industry and academic experts, responsible for the oversight of course development and review.
- **Course Developer:** An academic staff member or team responsible for creating and designing a course.
- **Course Review:** The process of evaluating a course to ensure it meets educational standards and institutional goals.
- **Course Approval:** The formal process of approving a course for delivery, ensuring it meets all required standards.
- **HESF:** Higher Education Standards Framework (2021), the regulatory standards set by TEQSA.
- **ESOS:** Education Services for Overseas Students, the legislative framework governing the delivery of education to international students.

Please consult the AGE Glossary or contact [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au) when in doubt of the meaning of a word, sentence or any part of this document.

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### 3. Policy Statement

#### 1. Course Development

- Courses shall be developed by the appointed internal or external Course Developer(s) and the Course Advisory Committee in alignment with the HESF 2021 standards, ensuring that the content, structure, and delivery methods meet academic and professional requirements.
- Course development shall consider student needs, industry demands, and the strategic objectives of AGE.
- The development process must involve consultation with key stakeholders, including academic staff, industry partners, and students, where appropriate.

#### 2. Course Review

- Courses shall be reviewed periodically to ensure they remain current, relevant, and aligned with the HESF 2021 standards.
- The review process shall be conducted by the Course Advisory Committee, which should include representatives from the academic staff, quality assurance office, and industry advisors.
- Internal course monitoring and minor review shall occur annually (or more frequently if required) in response to feedback from staff and students that is collected at the end of each semester
- A full course review shall occur every 3 years or as required by changes in legislation, industry standards, or student feedback.

#### 3. Course Approval

- Courses shall be approved by the Academic Board following the completion of the development and review processes.
- The approval process shall ensure that the course meets all relevant HESF 2021 standards, ESOS requirements, and institutional policies.
- The approval timeline shall align with the academic calendar to ensure timely implementation of the course.
- New courses requiring accreditation shall require additional approval from the Board of Directors.

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### 4. Responsibilities

- **Course Advisory Committee(CAC):** Course developers and the CAC's are responsible for developing the course content and structure in line with the HESF 2021 standards.
- **Course Advisory Committee(CAC):** Responsible for conducting regular reviews of courses and making recommendations for improvements.
- **Academic Board:** Responsible for the final approval of courses, ensuring they meet all required standards and policies.
- **Board of Directors:** Final approval of new courses only that require accreditation.

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## 5. Procedures

### 1. Course Development Procedure

- The Course Developer(s) shall draft the course outline, including learning outcomes, assessment methods, and content modules.
- The draft course shall be reviewed by internal and external stakeholders, including industry representatives and other academic staff.
- Feedback shall be incorporated, and a final draft shall be submitted to the Course Review Committee.

### 2. Course Review Procedure

- The Course Review Committee shall review the course every [Specify Duration], focusing on academic quality, relevance, and compliance with HESF 2021 standards.
- The review process shall include the collection and analysis of student feedback, industry trends, and academic performance data.
- The Committee shall provide a report with recommendations to the Academic Board.

### 3. Course Approval Procedure

- Upon receiving the Course Review Committee's report, the Academic Board shall review the course for final approval.
- The Board shall consider the course's compliance with HESF 2021 standards, ESOS requirements, and institutional priorities.
- Once approved, the course shall be scheduled for implementation in the next academic cycle.

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## 6. RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

6.1 Documents including but not limited to the following are related to this policy and procedure:

- Assessment and Grading Policy and Procedure
- Policy and Procedures Framework

### Applicable External Standards and Codes

6.2 This policy and procedure complies with the following standards:

- Australian Qualification Framework (AQF)
- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)

Standards / Code	Standards / Clauses
<b>Higher Education Standards Framework (Threshold Standards) 2021</b> <a href="http://www.legislation.gov.au/Details/F2021L00488">www.legislation.gov.au/Details/F2021L00488</a>	Standard 1 Standard 3 Standard 5
<b>National Code of Practice for Providers of Education and Training to Overseas Students 2018</b> <a href="http://www.legislation.gov.au/Details/F2017L01182">www.legislation.gov.au/Details/F2017L01182</a>	

## 7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au) for such feedback to be incorporated into a future review.

## 8. Document Control

Approval Review	Details
Governing authority	Academic Board
Responsible officer	Academic Director
Endorsed by	Board of Directors
Date Authorised	7 March 2024
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