



Policy and Procedures –

Course Development and Approval

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

This *Policy and Procedures* provides a framework for the design, development, and approval of courses within The Institute of International Studies (“TIIS”) in the context of producing academically rigorous courses that meet the Qualification Standards.

2. Course Design Principles and Practice

In designing courses, TIIS adheres to the professional development standards and guidelines established by peer higher-education providers (HEPs), professional bodies and peak industry associations. In line with these principles, courses are designed to:

- a. provide students with accredited qualifications in their chosen field of study;
- b. provide a critically reflective theoretical and professionally relevant learning context;
- c. extend students’ abilities to apply for and engage in a range of career options;
- d. integrate theory and practice in a dynamic learning and work environment;
- e. provide support to promote and foster personal and professional development.

The Dean is responsible for overseeing and facilitating the course design and development process. To ensure quality in course design and content, courses are developed in consultation with the Course Advisory Committee that is typically comprised of:

- a. practicing professionals and or industry group representatives;
- b. curriculum specialists;
- c. academic staff from other higher education providers;
- d. academic staff of TIIS; and
- e. graduates of TIIS.

The Course Advisory Committee is commissioned by the Academic Board to contribute advice and expertise to the initial development of a course and to support the ongoing review and monitoring of that course.

The Course Advisory Committee assists in identifying need and demand for a course and to assist academic staff with industry and content specific advice and guidance in the development of TIIS’s courses.

TIIS aims to support the personal and professional development of each student and to foster innovation, critical thinking, and ethical and professional practice. TIIS’s courses are structured to enable students to expand their professional interests and enhance their future employment prospects.

3. Course Development Process

3.1 Introduction

The development process for courses follows a formal process emanating primarily from the Executive Management Committee. However, TIIS will actively encourage staff and Board members to play an active role in the generation of ideas for course content and development. The intention is to harness the industry knowledge of Board members with the pedagogical strengths and perspective of academic staff in a two-way exchange of ideas.

Courses will be developed by TIIS using the following process:

Step 1: Development of a Business and Academic Case

The first step involves the development and consideration of the strategic, business and academic case for the course in the form of a course proposal.

The course proposal should include an analysis of:

- a. how the development of the proposed course helps achieve TIIS's strategic objectives;
- b. the demand and need for the course in industry and the broader community (underpinned by market research);
- c. the academic basis for the proposed course (underpinned by research into the body of knowledge);
- d. how the proposed course complements the development goals of TIIS (having regard to the range of existing courses, the evidence of demand for the course and identified areas of industry and community need);
- e. forecast enrolments in the proposed course over the period of accreditation;
- f. the capacity of TIIS to deliver the proposed course;
- g. the cost to develop the course and, as necessary, the cost to develop the capability of TIIS to deliver the course; and
- h. the financial case for developing the proposed course.

Step 2: Approval to Proceed to Course Development

The Executive Management Committee will present the proposal to TIIS's Board of Directors for approval. The Board of Directors will consider the proposal against the strategic objectives it has set and will review the financial implications of proceeding with the development. The proposal may require that the Board of Directors revise TIIS's strategic objectives in order for the course to fit into TIIS's overall strategic planning. The Board of Directors will ensure that adequate funds are available to support the project if it is approved.

The Board of Directors may:

- a. support the proposal and recommend it be referred to the Academic Board for implementation;
- b. request further information on the proposal before making a final decision; and
- c. reject the proposal as it is incompatible with the strategic plan or physical or financial resources of TIIS.

Step 3: Academic Board Actions Course Development

If the Board of Directors approves the course proposal, the Academic Board will request the Course Advisory Committee to oversee the development of the course. The Academic Board may modify the membership of the Course Advisory Committee to ensure appropriate expertise is available for the development process.

The Course Advisory Committee will consider the course proposal and during its deliberations will ensure that the course is:

- a. equivalent to similar courses delivered by other higher education providers (supported by benchmarking); and
- b. of a suitable quality and meets appropriate academic standards (supported by mapping against the attributes of a course at the same level as outlined in the Australian Qualifications Framework).

The Course Advisory Committee will consider and document the following key elements of the course design:

- a. Courses aims and objectives;
- b. Graduate attributes to be developed;
- c. Body of knowledge that the course will draw on;
- d. Appropriate course structure and delivery mode/s to deliver the outcomes envisaged;
- e. Subjects that make up the course;
- f. The learning outcomes for each subject;
- g. How the graduate attributes listed in point 2 are developed by individual subjects;
- h. Overall assessment methodology for the course;
- i. Rules for course completion.

Step 4: Creating Course Documentation for Submission

Based on the deliberations of the Course Advisory Committee and the course specifications produced, the documentation of the course in the format required by the accreditation authority (TEQSA)¹ will be undertaken.

Step 5: Validating and Approving Course Accreditation Application Before Submission

Several steps will be taken to validate the course documentation prior to submission to TEQSA. This validation is designed to pre-empt any concerns the accreditation authority or its appointed external experts may raise about the course:

- a. The Course Advisory Committee will critically review the final draft of the course documentation and provide feedback to the course documenters. The final draft of the application, incorporating the amendments recommended by the Course Advisory Committee, will be sent to one or more independent experts to critically review and provide feedback. The independent experts should be familiar with the discipline area of the course as well as the requirements for accreditation of higher education courses in the non-self-accrediting sector. Any recommendations by the external experts are referred back to the Course Advisory Committee for validation before incorporation into the final application.
- b. The final application is referred to the Academic Board for approval.
- c. The final application, incorporating any amendments recommended by the Academic Board is presented to the Board of Directors for approval.
- d. The application is lodged with TEQSA.

¹ Guide to application for accreditation of a higher education course of study [AQF Qualification]
<http://www.teqsa.gov.au/for-providers/registration/forms-and-guides>

4. Version History

| Version | Approved by | Approval date | Details |
|---------|----------------|------------------|---------------|
| 1.0 | Academic Board | 25 February 2016 | |
| 1.1 | Academic Board | 7 October 2020 | Minor changes |

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