

Policy Title:	Curriculum Approval, Amendment and Accreditation
Policy Owner:	Deputy Vice-Chancellor (Education)
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1. INTENT

This policy articulates the principles for the creation, approval, improvement or Archival of Curriculum Items. It ensures that Award Courses are accredited in line with the [Australian Qualifications Framework \(AQF\)](#), the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) and other applicable legislative requirements, and in line with Professional Accreditation requirements, irrespective of the delivery location or mode of learning.

2. ORGANISATIONAL SCOPE

This policy applies to all Staff and other persons involved in the creation, approval, improvement or Archiving of any Curriculum Items.

3. DEFINITIONS

3.1. The word *including* is not used as a word of limitation and means “including but not limited to”.

3.2. The following definitions apply in this Policy:

TERM	DEFINITION
Academic Board	The board established by section 18 of the Edith Cowan University Act 1984 .

TERM	DEFINITION
Archiving	The process of discontinuing a Course or Unit(s).
Award	A qualification conferred by the University recognised under the Australian Qualifications Framework.
Award Course	A Course leading to an Award.
Course	A program of study with defined Units, approved by Academic Board (or its subcommittees) for delivery to Students, excluding a Short Course or Microcredential.
CAPS	Curriculum Approval and Publication System - a central repository for curriculum related processes.
Curriculum Delegations	The delegation of authority to approve Curriculum Items as set out in Appendix 1 of this Policy.
Curriculum Item	A Course, Short Course, Microcredential, Major, Specialisation, Unit Set or Unit (or any one of these items as the context requires).
Major	A Unit Set comprising related Units determined as a Major by the Academic Board in accordance with the University's Curriculum Design Procedure and any Professional Accreditation requirements.
Microcredential	A certification of learning in a given subject area or capability, approved by a School or Teaching Area, which may be additional, alternate or complementary or standalone to, or a component of, a formal qualification.
Minor	A Unit Set comprising related Units determined as a Minor by the Academic Board in accordance with the University's Curriculum Design Procedure and any Professional Accreditation requirements.
Non-Award Course	A Course which does not lead to an Award.
Proposal Type	A type of entry in CAPS that identifies the workflow and level of approval required.
Professional Accreditation	The formal accreditation of a Course by, or on behalf of, a Professional Body, based on an assessment of the Course that includes the attainment of profession-specific competence and/or practice by graduates.
Professional Body	An independent corporate entity, association, private organisation, or government agency, and collectives of such entities, which represents a profession or industry sector.
School	An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School,

TERM	DEFINITION
	South West Campus, Kurongkurl Katitjin, the Centre for Learning and Teaching, or other Teaching Areas.
Short Course	A short educational program approved by a School or Teaching Area for delivery to participants.
Specialisation	A Unit Set that provides a coherent and rigorous enquiry in a single discipline or interdisciplinary area of study, determined as a Specialisation by the Academic Board in accordance with the University's Curriculum Design Procedure and any Professional Accreditation requirements.
Teaching Area	An area within the University, other than a School, which has ownership of, or responsibility for delivery or supervision of a Course or Unit, including the Graduate Research School, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.
Unit	A Unit of study or Unit of Competency delivered by or on behalf of the University.
Unit of Competency	The specification of the standards of performance required in the workplace as defined in a VET training package.
Unit Set	A group of Units which a Student must complete in order to fulfil part of the requirements of a Course.
VET	Vocational Education and Training
University Accreditation	A formal process through which a Curriculum Item is approved and accredited by the University in accordance with the Curriculum Delegations.

3.3. Where a term has been capitalised, but not defined above, please refer to the definitions section of the [Admission, Enrolment and Progress Rules](#).

4. POLICY CONTENT

Principles

- 4.1. The University's curriculum approval and accreditation processes are designed to meet institutional quality assurance requirements as expressed in the Higher Education Standards Framework (Threshold Standards) 2015 and the Standards for Registered Training Organisations (RTOs) 2015 (as applicable).
- 4.2. University Accreditation of its Courses is determined by the Academic Board and its nominated committees. The University Accreditation processes separate academic quality assurance from management decisions regarding the development and offering of Curriculum Items.
- 4.3. All Curriculum Items will be subjected to rigorous internal review processes that are applied consistently and involve competent academic oversight and scrutiny,

independent of those directly involved in the design and delivery of the Curriculum Items.

- 4.4. All Curriculum Items must comply with relevant legislation and guidelines – including the:
 - a) Higher Education Standards Framework (Threshold Standards) 2015;
 - b) Australian Qualifications Framework (AQF);
 - c) Education Services for Overseas Students Act 2000;
 - d) National Code of Practice Providers of Education and Training to Overseas Students 2018; and
 - e) Standards for Registered Training Organisations (RTOs) 2015.
- 4.5. Approvals for Curriculum Items will be based on an assessment of compliance and alignment with:
 - a) the University’s rules, policies and procedures relevant to their design, delivery, management and quality assurance, in particular the University’s:
 - Excellence Framework;
 - Curriculum Design Policy;
 - Postgraduate Research Training Policy;
 - Assessment Policy; and
 - Curriculum Review and Evaluation Policy;
 - b) the University’s strategic goals;
 - c) the University’s resourcing capability, including sustainability considerations; and
 - d) relevant industry and Professional Accreditation standards and requirements.
- 4.6. Approval for new Curriculum Items, improvements to Curriculum Items, or the Archival of Curriculum Items, will occur in accordance with the Curriculum Approval, Amendment and Accreditation Procedures, and the Curriculum Delegations (see Appendix 1 to this Policy).

5. ACCOUNTABILITIES

- 5.1. The Deputy Vice-Chancellor (Education) has overall responsibility for the content of this policy and its operation.
- 5.2. The Manager, Curriculum, Accreditation and Standards is responsible for maintaining this policy.

6. RELATED DOCUMENTS:

- ECU Excellence Framework Policy
- Curriculum Approval, Amendment and Accreditation Procedures
- Professional Accreditation Guidelines
- Curriculum Design Policy
- Curriculum Design Procedure
- Assessment Policy
- Assessment, Examination and Moderation Procedures
- Curriculum Evaluation and Review Policy
- Major Course Review and Re-accreditation Procedure
- Annual Course and Unit Review Procedure
- Admission, Enrolment and Academic Progress Rules
- Academic Integrity Policy
- Postgraduate Research Training Policy
- Post-nominal Policy
- Post-nominal Procedure
- ESOS and CRICOS Procedure

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner:	Deputy Vice-Chancellor (Education)
All Enquiries Contact:	Manager, Academic Quality and Standards
Contact Name:	Lisa Champion
Telephone:	08 6304 2179
Email address:	l.champion@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	15 May 2018
Date last modified:	16 December 2019
Revision History:	16 December 2019 – updated – approved by the Vice-Chancellor
Next Revision Due:	15 May 2021
HPRM File Reference	SUB/88058

APPENDIX 1 – Curriculum Delegations

AWARD TYPES AND DISCIPLINES (HIGHER EDUCATION AND VET)		
Activity	Proposal Type	Delegation
Addition of Award types or categories outside the AQF	New and Replacement	Council
New Award type within the AQF	New and Replacement	Council
Introduction of a new discipline	New and Replacement	Council

COURSES		
Activity	Proposal Type	Delegation
New Award Course	New and Replacement	Academic Board
New Non-Award Course	New and Replacement	Academic Board
New Major or Specialisation	New and Replacement	Academic Board
Change of Course Code	New and Replacement	Academic Board
Change to Course Title	New and Replacement	Academic Board
Change to Course Credit Points	New and Replacement	Academic Board
Owning School or Teaching Area	New Version - Significant Change	Academic Board
Entry requirements (Academic Admission Bands, English Language Bands, Inherent Requirements, Special Entry Requirements)	New Version – Significant Change	Academic Board
Course Structure - change to core Units	New Version – Significant Change	Education Committee
Course Learning Outcomes (CLOs)	New Version - Significant Change	Education Committee
ESOS compliance (e.g. CRICOS application)	New Version - Significant Change	Education Committee
Course Completion Rules	New Version - Significant Change	Education Committee
Adding or deleting elective Units	New Version - Small change	School Curriculum Teaching and Learning Committee
Adding or deleting Major, Minors or Specialisations	New Version - Small change	School Curriculum Teaching and Learning Committee
Changing sequence of Units (no change of Units)	New Version - Small change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> • Handbook Introduction • Career Keywords • Course Relationships • Work Integrated Learning • Delivery Patterns and locations 	Amendment	School Curriculum Teaching and Learning Committee

Professional Accreditation	Professional Accreditation	School Curriculum Teaching and Learning Committee
Archiving Course	Archive	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser

UNIT SETS		
Activity	Proposal Type	Delegation
New Unit Set	New and Replacement	Academic Board
Change of Unit Set Code	New and Replacement	Academic Board
Change of Unit Set Title	New and Replacement	Academic Board
Change to Unit Set Credit Points	New and Replacement	Academic Board
Unit Set Structure - Change to core Units	New Version - Significant Change	Education Committee
Unit Set Learning Outcomes	New Version - Significant Change	Education Committee
Unit Set Completion Rules	New Version - Significant Change	Education Committee
Special Admission Requirements	New Version - Significant Change	Education Committee
Adding or deleting elective Units	New Version - Small change	School Curriculum Teaching and Learning Committee
Changing sequence of Units (no change of Units)	New Version - Small change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> • Handbook Introduction • Career Keywords • Course Relationships • Work Integrated Learning • Delivery Patterns and locations 	Amendment	School Curriculum Teaching and Learning Committee
Professional Accreditation	Professional Accreditation	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser
Archiving Unit Set	Archive	Associate Dean Teaching and Learning

UNITS		
Activity	Proposal Type	Delegation
New Unit	New and Replacement	Education Committee
Change of Code	New and Replacement	Education Committee
Change of Title	New and Replacement	Education Committee
Change of Credit Points	New and Replacement	Education Committee
Special Admission Requirements	New Version - Significant Change	Education Committee
Unit Learning Outcomes	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Teaching Responsibility	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Unit Rules i.e. pre-requisites	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Work Integrated Learning	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Owning School or Teaching Area	New Version - Significant Change	Education Committee
Grading Schema	New Version - Significant Change	School Curriculum Teaching and Learning Committee
Amendments <ul style="list-style-type: none"> • Handbook Introduction • Learning Experiences • Unit Content • Assessments • Delivery Patterns and locations 	Amendment	School Curriculum Teaching and Learning Committee
Error Corrections	Error Correction	Academic Program Adviser
Archiving Unit	Archive	Associate Dean Teaching and Learning

OTHER		
Activity	Proposal Type	Delegation
Creating, changing or Archiving a Microcredential	New, Change or Archive	Executive Dean
Creating, changing or Archiving a Short Course	New, Change or Archive	Executive Dean

Other Teaching Areas

Delegation for all Teaching Areas that do not have a School Curriculum, Teaching and Learning Committee, Executive Dean and/or an Associate Dean Teaching and Learning (ADTL) or an equivalent, will be the Deputy Vice-Chancellor (Education).

Research training

1. Doctoral research Award Course changes that necessitate a new version, or need Archiving, are delegated for endorsement to the Deputy Vice-Chancellor (Research) or, in the case of a School qualification, the Education Committee, prior to Academic Board approval.
2. Doctoral research Award Course changes that do not need a new version, or Archiving, are delegated for approval to the Dean, Graduate Research School or, in the case of a School qualification, the relevant School Curriculum Teaching and Learning Committee.
3. Amendment of Units related to research are delegated for approval to the Associate Dean or equivalent role in the Graduate Research School.