

**Policy Title:** Non-Award Study Programs

**Policy Owner:** Pro-Vice-Chancellor (Education)

**Keywords:** non-award courses AQF non-award courses

**Policy Code:** PL272 (ac103)

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## 1. INTENT

Provide ECU staff with a framework for the development of non-award courses in a tertiary environment.

## 2. ORGANISATIONAL SCOPE

All ECU staff

## 3. DEFINITIONS

TERM	DEFINITION
AQF	The Australian Qualifications Framework being Australia's national framework for regulating qualifications issued by higher education, vocational education and training, and school education providers.
Non-award	A course leading to a qualification or an award not covered by the AQF.
<a href="#">TEQSA</a>	Tertiary Education Quality and Standards Agency

## 4. POLICY CONTENT

### 4.1 Non-Award Courses

4.1.1 In non-award study, students enrol in a course that is not an AQF qualification. Non-award study is designed to empower students to pursue a personal interest, develop professional competencies in an area of specialisation, or simply "test the waters."

4.1.2 Non-award courses can prepare students for university-level study and equip them with the skills for academic success, with an emphasis on the student becoming an independent learner.

4.1.3 Through non-award courses, Students are introduced to university life at ECU and will have access to courses and career advice.

## 4.2 Principles

4.2.1 The development, implementation and review of non-award courses will be guided by the following principles:

- High quality curriculum design;
- Academic integrity;
- Access to education pathways and qualifications;
- Inclusivity;
- Facilitating student success and achievement; and
- Robust assessment regimes.

## 4.3 Policy and Procedures

4.3.1 A School can submit a proposal for the approval of a non-award course in accordance with the [Curriculum Approval Policy](#), [Preliminary Proposal Procedure](#) and the [Award Classification and Structures Procedure](#).

4.3.2 Non-award courses must not use AQF nomenclature and must be clearly distinguished from AQF awards.

4.3.3 Information provided to students concerning a non-award program needs to clearly identify the program is a non-award, non AQF qualification.

4.3.4 International students enrolling in a non-award course must already hold a visa that allows them to study in Australia. ECU will not issue a confirmation of enrolment (COE) for a non-award course.

4.3.5 Non-award courses may only use the title “Certificate of XXX” with no other prefix.

## 4.4 Selection for non-award courses

4.4.1 Entry standards for each non-award course must be clearly specified and appropriate including English language proficiency standards.

4.4.2 It may be necessary to limit the places available in any particular non-award course at a particular campus. Any such limit should be determined in advance of offers being made and be advertised to prospective students

4.4.3 If a non-award course is potentially credit-bearing, or if successful completion of the non-award course is the basis for recognition of prior learning on application for entry to a Higher Education/AQF award, then the process of granting advanced standing or recognising prior learning should be subject to the normal requirements of the [Advanced Standing Policy](#).

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Policy Owner, the Pro-Vice-Chancellor (Education), has overall responsibility for the content of this policy and its operation in ECU.

All members of the University community are expected to comply with University Policy.

## 6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Policy:

- [Curriculum Approval Policy](#)
- [Curriculum Delivery and Assessment Policy](#)
- [Curriculum Evaluation and Review Policy](#)
- [Advanced Standing Policy](#)

6.2 Other documents which are relevant to the operation of this policy are as follows:

- [Award Classifications and Structure Procedure](#)
- [Preliminary Proposal Procedure](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Pro-Vice-Chancellor (Education)
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## 8. APPROVAL HISTORY

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