

Policy Title: Curriculum Approval

Policy Owner: Pro-Vice-Chancellor (Education)

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1. INTENT

1.1 This policy provides a framework for the creation, approval, modification and archiving of all curriculum items (courses, unit sets, and units) at ECU, which meet the University's academic governance and quality standards, and align with the requirements of the following commonwealth government instruments:

- a. The [Higher Education Standards Framework \(Threshold Standards\) 2015](#);
- b. the [Australian Qualifications Framework](#) (AQF); and
- c. the [Standards for Registered Training Organisations \(RTOs\) 2015](#) established under the National Vocational Education and Training Regulator Act 2011 regulated by the [Australian Skills Quality Authority](#) (ASQA).

2. ORGANISATIONAL SCOPE

This policy applies to all ECU staff involved in the creation, approval, modification and archiving of any curriculum offerings at ECU.

3. DEFINITIONS

TERM	DEFINITION
Academic Board	The Board established by section 18 of the Edith Cowan University Act 1984 .
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in the Australian education and training system.
Australian Skills Quality Authority (ASQA)	The national regulator for vocational education and training.
archiving	The process of retiring or discontinuing a curriculum item
Associate Dean (Teaching and Learning)	A member of a School Executive who reports to the Dean and is responsible for the oversight of curriculum, teaching and learning within the School.
CAPS	Curriculum Approval and Publication System
Council	The Council of the University established by section 8 of the Edith Cowan University Act 1984 .
Course or course	A program of study necessary to qualify for an award of the University.
curriculum item	A course, unit set or unit.
Dean	An executive leader of a School of the University appointed by the Vice- Chancellor and includes the Director WAAPA.
HE	Higher Education.
Higher Education Support Act (HESA)	Higher Education Support Act 2003
major	A set of related units with a total value of not less than 120 credit points.
minor	A set of related units with a total credit point value of not less than 60 and not more than 90 credit points.
specialisation	A unit set that forms part of an award.
TEQSA	Tertiary Education Quality and Standards Agency.
VET	Vocational Education and Training.
unit	A unit of study or unit of competency.
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.

4. POLICY CONTENT

4.1 Curriculum Approval Delegations

The authority to make academic decisions relating to courses, unit sets and units is delegated by resolution **UC173/16** by Edith Cowan University Council.

A comprehensive list of delegations is listed within Table 1 below.

Courses (Higher Education and VET²)	
Addition of award types or categories outside the AQF	Council
Introduction of a new award type within the AQF	Council
Introduction of a new discipline	Council
Introduction of a new or replacement course	Academic Board ²
Amendment to a course requiring a new version	Academic Board
Archiving of a course ³	Associate Dean (TL) ¹
Amendment of a course	Associate Dean (TL) ¹
Unit sets (Higher Education)	
Introduction of a new or replacement unit set	Academic Board
Amendment to a unit set requiring a new version	Academic Board
Archiving of a unit set ³	Associate Dean (TL) ¹
Amendment of a unit set	Associate Dean (TL) ¹
Units (Higher Education)	
Introduction of a new or replacement unit	Academic Board
Amendment to a unit requiring a new version	Associate Dean (TL) ¹
Archiving of a unit	Associate Dean (TL) ¹
Amendment of a unit	Associate Dean (TL) ¹

Table 1
Curriculum Approval Delegations

Notes:

1. Curriculum items raised by the Graduate Research School will be approved by the Dean, Graduate Research School.
2. Course approvals for VET courses that are regulated and prescribed externally to the University will progress to the relevant committees and boards for approval prior to the endorsement by Australian Skills Quality Authority.
3. Archiving Note: Under the HESA legislation, the University must consult the Australian Government, through the relevant Department, if it seeks to cease teaching a course or a unit set defined by the Government as being “of national significance”. This is a condition of the ECU-Commonwealth Funding Agreement. If a course is deemed to be “of national significance” the Vice-Chancellor’s approval is required prior to commencing the archiving process. Refer to [Curriculum Lifecycle Procedure](#) related to this policy.

4.2 Curriculum Lifecycle

The curriculum lifecycle refers to the process of creating, modifying or archiving curriculum items and is outlined in [Curriculum Lifecycle Procedure](#).

a. Approval of New Curriculum Items

The approval of new curriculum items is a process that initiates and facilitates consultation across the University for all proposed courses, unit sets and units. The [Curriculum Lifecycle Procedure](#) outlines the process and responsibilities.

b. Preliminary Proposal

- i. Preliminary proposals are only required for new courses, majors and specialisations.
- ii. A preliminary course, major or specialisation proposal is justification for a proposed new curriculum item on the basis of its expected benefit to the University and community. The preliminary proposal is circulated across each School for consultation and feedback.
- iii. The consultation and approval process is managed in accordance with the course, major or specialisation proposal requirements described in [Preliminary Proposal Procedure](#).
- iv. Embedded within each new preliminary proposal is a section relating to new and existing units. This section requires both justification and descriptions for each unit facilitating interdisciplinary perspectives and feedback. This will also assist in identifying the duplication of new or existing units.
- v. A new course, major or specialisation proposal will only be progressed into the Curriculum Approval and Publication System (CAPS) following the approval of the preliminary proposal.
- vi. Any concerns, feedback or conditions placed upon the curriculum item as a result of the consultation process must be addressed and included in the CAPS proposal.

c. Creation of New Curriculum Items in the CAPS

All curriculum items must be entered into the CAPS and progress through the approval workflow in accordance with the requirements and processes described in the [Curriculum Lifecycle Procedure](#).

d. Allocation of Course, Unit Set and Unit Codes

- i. Course, unit set and unit codes are allocated in accordance with the requirements set out in [Award Classification and Structures Procedure](#).

ii. VET course codes are allocated by ECU for internal use and marketing. National course codes and unit identifiers are allocated by the relevant Commonwealth Department and ECU uses the national codes to report to the relevant WA Government and Commonwealth Departments.

e. New Versions and Amendments of Courses, Unit Sets and Units

The modification (new versions and amendments) of curriculum items is made in the CAPS in accordance with the [Curriculum Lifecycle Procedure](#).

f. Archiving Curriculum Items

Archiving of courses, unit sets and units is carried out in accordance with [Curriculum Lifecycle Procedure](#).

5 RELATED DOCUMENTS

5.1 Supporting Procedures:

- [Preliminary Proposal Procedure](#)
- [Curriculum Lifecycle Procedure](#)
- [ESOS and CRICOS Procedure](#)
- [Award Classification and Structure Procedure](#)

5.2 Related Policies:

- [Statute 30 - Admission, Enrolment and Academic Progress](#)
- [Curriculum Planning and Development Policy](#)
- [Curriculum Delivery and Assessment Policy](#)
- [Curriculum Evaluation and Review](#)
- [Advanced Standing Policy](#)

5.3 Related links:

- Australian Qualifications Framework (AQF)
<http://www.aqf.edu.au/aqf/in-detail/2nd-ed-jan-2013/>
- Edith Cowan University Act 1984 (W.A.)
http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_282_homepage.html
- Corporate Governance Statement
http://intranet.ecu.edu.au/_data/assets/pdf_file/0010/378433/corporate_governance_statement.pdf
- Education Services for Overseas Student Act 2000 (ESOS Act)
<http://www.comlaw.gov.au/Series/C2004A00757>
- Higher Education Support Act 2003 (Cth) (HESA)
<http://www.comlaw.gov.au/Series/C2004A01234>

- Tertiary Education Quality and Standards Agency Act 2011
<http://www.comlaw.gov.au/Details/C2011C00582>
- Australian Skills Quality Authority
<http://www.asqa.gov.au/>

6 CONTACT INFORMATION

For queries relating to this document please contact:

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7 APPROVAL HISTORY

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