Table of Contents

Academic Board ............................................................................................................................................. 1
Appeals and Complaints .................................................................................................................................... 1
Assessment ................................................................................................................................................... 1
  Vocational Education and Training (VET) .................................................................................................. 1
Program Approvals ......................................................................................................................................... 1
  Higher Education Program Approvals ...................................................................................................... 1
  Vocational Education and Training (VET) Program Approvals ................................................................. 3
Teaching Practice ............................................................................................................................................... 4

Academic Board

Appeals and Complaints

Forms.
  • Form for Appeals to the University Appeals Committee (DOCX 226.4kb)

Assessment

Vocational Education and Training (VET)

VET Assessment Procedure

Training and Assessment Strategy

Forms.
  • VET Co-assessment Responsibility Plan Template (DOCX 191.5kb)

Program Approvals

Higher Education Program Approvals

Program Approval Forms

University Program Planning Committee (UPPC)
All of the forms below need to be authorised by the Dean of School and submitted to the UPPC for approval. These do not require School Board approval.

Forms.
- Centre for University Partnerships (CUP) (DOCX 216.9kb)
- Impact Statement for Centre for Learning Innovation and Professional Practice (CLIPP) (DOCX 217.1kb)
- Impact Statement for Facilities Services (DOCX 217.7kb)
- Impact Statement for Faculties/Centres (DOCX 221.2kb)
- Impact Statement for Information and Communications Technology (ICT) Services (DOCX 218.3kb)
- Impact Statement for Library Services (DOCX 249.9kb)
- Impact Statement for Registrar's Directorate (DOCX 220.0kb)
- Impact Statement for Student Connect (DOCX 216.9kb)

Curriculum Committee

The Curriculum Approval Form below needs to be approved by School Board, then forwarded to Curriculum Committee for approval. A copy of the School Board minutes and a Summary Sheet from the School Board meeting must be included with the submission to Curriculum Committee. If new courses are also proposed, the forms in the Course Approval Forms section are required with the submission. New courses must also be approved by School Board prior to submission to Curriculum Committee for approval.

Once the program has been approved by Academic Board, the Adding a New or Amending an Existing Program Form below is to be authorised by the Dean of School then submitted directly to Registrar Services. This form does not require Curriculum Committee approval.

Forms.
- Adding a New or Amending an Existing Program (DOCX 221.2kb)
- Curriculum Approval Form (DOCX 1623.3kb)

Course Approval Forms

The forms below need to be approved by School Board, then forwarded to Curriculum Committee for approval. A copy of the School Board minutes and a Summary Sheet from the School Board meeting must be included with the submission to Curriculum Committee. If the new course affects the structure of a program/s, the form in the Program Modification forms section must also be completed and included in the submission to Curriculum Committee for approval.

Once the course has been noted by Academic Board, the Adding a New or Amending and Existing Course Form below is to be authorised by the Dean of School then submitted directly to Registrar Services. This form does not require Curriculum Committee approval.

Forms.
- Adding a New or Amending an Existing Course (DOCX 234.9kb)
- Course Outline Form (DOCX 241.1kb)
- Course Outline Guidelines (DOCX 117.4kb)
- Supplementary Guidelines (Learning Outcomes and Assessment) (DOCX 814.2kb)

Program Modification Forms
The form below needs to be approved by School Board, then forwarded to Curriculum Committee for approval. A copy of the School Board minutes and a Summary Sheet from the School Board meeting must be included with the submission to Curriculum Committee. If the program modification includes the introduction of new courses, the forms in the Course Approval Forms section are required with the submission. New courses must also be approved by School Board prior to submission to Curriculum Committee for approval.

Once the program modification has been approved by Academic Board, the Adding a New or Amending an Existing Program form below is to be authorised by the Dean of School then submitted directly to Registrar Services. This form does not require Curriculum Committee approval.

Forms.
- Adding a New or Amending an Existing Program (DOCX 221.2kb)
- Program Modification Checklist (DOCX 214.9kb)
- Program-Modification-Form (DOCX 221.2kb)

Course Modification Forms

The forms below need to be approved by School Board, then forwarded to Curriculum Committee for approval. A copy of the School Board minutes and a Summary Sheet from the School Board meeting must be included with the submission to Curriculum Committee. If the modifications to the course affect a program/s, the form in the Program Modification Forms section must be included with the submission to Curriculum Committee for approval.

Forms.
- Course Modification Form (DOCX 234.9kb)
- Course Outline Form (DOCX 241.1kb)
- Course Outline Guidelines (DOCX 117.4kb)
- Supplementary Guidelines (Learning Outcomes and Assessment) (DOCX 814.2kb)

Other Program/Course Related Forms

Forms.
- Course Description Form (DOCX 241.0kb)
- Program Discontinuation Form (DOCX 221.8kb)

Vocational Education and Training (VET) Program Approvals

These forms and templates are for the approval of new programs and courses and changes to existing programs and courses. The course approval and management procedure is under constant review, so please use forms from this site for each Scope of Registration addition or transition. Do not overwrite old forms or save for future use. Only the current version of each form will be accepted.

Program Approval Forms - Additions to Scope of Registration

University Program Planning Committee (UPPC)

All of the forms below need to be authorised by the Dean of School and submitted to the UPPC for approval. These do not require School Board approval.
Forms.

- Course Viability Analysis (XLSX 370.1kb)
- Impact Statement for Centre for Learning Innovation and Professional Practice (CLIPP) (DOCX 217.1kb)
- Impact Statement for Centre for University Partnerships (CUP) (DOCX 216.9kb)
- Impact Statement for Facilities Services (DOCX 217.7kb)
- Impact Statement for Faculties/Centres (DOCX 221.2kb)
- Impact Statement for Information and Communications Technology (ICT) Services (DOCX 218.3kb)
- Impact Statement for Library Services (DOCX 249.9kb)
- Impact Statement for Registrar’s Directorate (DOCX 220.0kb)
- Impact Statement for Student Connect (DOCX 216.9kb)
- Program Proposal and Business Case Form (DOCX 1587.6kb)

Curriculum Committee

All of the forms below need to be approved by School Board, then forwarded to Curriculum Committee for approval. A copy of the School Board minutes and a Summary Sheet from the School Board meeting must be included with the submission to Curriculum Committee. Upon approval by Curriculum Committee, the application will be submitted to ASQA for processing by the Curriculum Committee Executive Officer.

Forms.

- Application to Change RTO Scope of Registration (DOCX 412.3kb)
- ASQA CEO Declaration (PDF 372.2kb)
- Vendor Accredited Course Registration Form (DOCX 167.7kb)

Transition Forms

When a training package has been superseded and has been deemed to be equivalent in the new training package, it can be transitioned using the forms below. The School will need to include in the submission an extract from the relevant training package demonstrating the mapping of the new training package qualification to the superseded version. These forms need to be approved by the Dean of School and the DVC Schools and Programs.

If the program has been deemed not equivalent in the new training package, it will be treated as a new program and the UPPC and Curriculum Committee forms in the previous section will need to be completed.

Forms.

- ASQA CEO Declaration (PDF 372.2kb)
- Scope of Registration Transition Arrangements (TASoRA) (DOCX 228.3kb)

Other Program/Course Related Forms

Forms.

- Course Description Form (DOCX 241.1kb)
- Graded Assessment Application Form - VET (DOCX 222.1kb)

Teaching Practice
Forms.

- [VET | Direct Supervision Record Sheet](#) (DOCX 201.7kb)