

VET Adding New Course and Unit Procedure

Policy Code: SS1011

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Purpose

This procedure describes the VET Portfolio administrative processes for adding a new course or unit on APTUS or making changes to course or unit data recorded on APTUS.

Scope

This procedure applies to all staff involved in any stage of the process of adding a new course or unit on APTUS or changing course or unit data on APTUS.

- Adding a New Course and Unit on APTUS
- Identifying Required Change/s to Existing Course and Unit Data
- Completing Course & Unit Data Form
- Entering Data onto APTUS

Definitions

Term	Definition
APTUS:	The VET student information management system.

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Authorised by: Director, Academic Services | Document Owner: Associate Director, Student Management and Systems | Original Issue: 31/01/2001 | Current Version: 19/08/2014 | Review Date: 28/11/2008 | Policy Code: SS1011

CRICOS Provider Number: 00103D

Term	Definition
Academic Board:	The Academic Board is the principal academic body of the University. The purpose of Academic Board is twofold: firstly to provide academic oversight of prescribed academic programs and courses of study of higher education and VET in the University; and secondly to provide advice to Council on the conduct and content of those programs and courses.
Curriculum Documents:	Course descriptor documents approved by an accrediting body at the National, State or the University's level, including Training Packages.
Curriculum Maintenance Manager (CMM):	Person having responsibility for supporting the strategic objectives of the Victorian Government by providing advice on the implementation of national training packages and curricula for all RTO's in Victoria. A list of CMMs can be found at http://trainingsupport.skills.vic.gov.au/default.cfm
Scope of Registration:	The defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. Federation University Australia's Scope of Registration may be viewed at Training.gov Training.gov is the Official National Register on VET in Australia and is the authoritative source of information on training packages, qualifications, accredited courses, units of competency, skills set and Registered Training Organisations.
Statute 5.1 – The Schedule:	A listing of the University academic awards approved for issue by the University Council. Refer to Statute 5.1 - The Schedule .
Syllabus:	A listing of the accredited units of competency or modules used for enrolment (including their national and nominal duration) within a particular course or qualification.
Training Package:	An integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework qualifications for a specific industry, industry sector or enterprise.
Unit:	The term 'unit' is used to encompass either a 'unit of competency' or a 'module'.

Actions

Adding a New Course / Unit on APTUS

NO.	STEPS	RESPONSIBILITY	COMMENTS
1.	Ensure course/ qualification to be delivered is part of the University's Scope of Registration (for nationally recognised qualifications) or listed on the internal accreditation register (for	Deputy Dean / Associate Director	All nationally accredited / recognised courses delivered by the University must be included on the University's Scope of Registration. Check Scope of Registration at Training.gov website: www.training.gov.au

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NO.	STEPS	RESPONSIBILITY	COMMENTS
	internally accredited courses).		<p>If course is not listed on the Scope of Registration. Refer: Scope of Registration (VET) Procedure LT1334</p> <p>All Internally accredited courses will be listed on the University Internal Accreditation Register. If course is not listed on the University's Internal Accreditation Register, contact the Executive Officer, Academic Board.</p>
2.	Refer to current version of training package / curriculum document and identify all units that form part of the qualification or are required for the current delivery cycle.	Deputy Dean / Associate Director	Associate Dean/Director's Learning & Teaching can provide advice regarding the structure of courses.
3.	Ensure Course Viability Assessment (CVA) process / tuition fee approval has been completed.	Deputy Dean / Associate Director	Contact Manager, Data and Reporting for advice if required.
4.	Complete Course and Unit Data Form (PDF 58.0kb)	Deputy Dean / Associate Director	<p>The following details must be checked and entered accurately;</p> <ul style="list-style-type: none"> • Course title and code match the Scope of Registration or Internal Accreditation Register listing • Course has current period of accreditation (endorsement) • Unit codes, titles and hours
5.	Check for accuracy and authorise completed Course and Unit Data form	Deputy Dean / Associate Director	Forward to Program Management & Compliance for processing

Identifying Required Change/s to Existing Course / Unit Data

NO.	STEPS	RESPONSIBILITY	COMMENTS
1.	Monitor external and internal documents for information which may necessitate a change to course / unit data currently listed on the Student Management System.	Deputy Dean / Associate Director	<p>Changes may be required in relation to;</p> <ul style="list-style-type: none"> • Formal advice from Training.gov or the relevant CMM • Adding or subtracting units as a result of actions initiated within Schools • Changes to versions of units within qualifications, ie new codes • Change in grading category

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NO.	STEPS	RESPONSIBILITY	COMMENTS
2.	Complete Course and Unit Data Form (PDF 58.0kb)	Deputy Dean / Associate Director	The following details must be checked and entered accurately; <ul style="list-style-type: none"> • Course title and code match the Scope of Registration or Internal Accreditation Register listing • Course has current period of accreditation (endorsement) • Unit codes, titles and hours
3.	Check for accuracy and authorise completed Course and Unit Data form	Deputy Dean / Associate Director	Forward to Program Management & Compliance for processing

Entering Data Onto APTUS

NO.	STEPS	RESPONSIBILITY	COMMENTS
1.	Enter data onto Student Management System, notify School of changes made and file Course and Unit Data Form.	Program Management & Compliance	Program Management & Compliance will; <ul style="list-style-type: none"> • Confirm that courses are on the University's Scope of Registration • Confirm that courses are approved on our Funded Scope. If not approved, contact Data and Reporting to submit an SVTS inquiry. • Confirm, from external databases, the national course title & code and the national unit title/s & code/s. • Enter tuition fees as per the current indicative price list. If course is not listed on indicative price list refer School staff to Data and Reporting. <p>If the Course and Unit Data Form is incomplete, or contains major errors, it will be returned to the authorising officer.</p>
2.	Confirm accuracy of data and tuition fee information.	Deputy Dean / Associate Director	The course is to be checked for accuracy of data entry. Advise Program Management & Compliance if any changes are required. <p>Once details are confirmed as correct, groups can be created for enrolment, see Setting Up Groups on APTUS (TAFE) Procedure SS1012</p>

Responsibilities

- Director– Academic Services has responsibility for the maintenance of this procedure.
- Specific responsibilities are included under Actions.

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Implementation and Communication

The Adding a new course or amending course data on APTUS (VET) Procedure will be implemented throughout the University via:

1. An Announcement Notice under the FedNews Webpage;
2. Inclusion on the University's Policy Library.
3. Student Administration staff training.

Policy Base

- [Statute 5.1 Academic Awards and Courses](#).

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Course, and Unit Data Form.	Student Management & Systems	Manger Program Management & Compliance	7 years after accreditation date expires (to be confirmed)

Records Disposal

University records must only be disposed of in accordance with the University's Records Disposal Process as outlined in the *Records Framework Procedure*. Authorisation must be obtained from the Head of School/Centre/College, Records Management Services and the Director of Academic Services or their delegate prior to disposal. Records must not be destroyed where it is known that those records may likely be required in evidence, either now or in the future

Supporting Documents

Legislative Context

University Statutes and Regulations

[Statute 5.1 Academic Awards and Courses](#)

University Policies and Procedures

Forms and Templates

Forms.

- [Course and Unit Data Form](#) (PDF 58.0kb)

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