Short Courses Procedure

Policy code:	AG2079
Policy owner:	Chair, Curriculum Committee
Approval authority:	Deputy Vice-Chancellor (Global and Engagement)
Approval date:	05 December 2023
Next review date:	31 July 2026

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Purpose

To establish a procedure for the approval of non-award and award short courses, which includes Industry and Custom short courses.

Scope

This procedure applies to the approval and maintenance of higher education short courses, including approval of the business case and the curriculum specification.

Please refer to the VET Program Approval and Maintenance Procedure for development and approval of VET non-award and/or vendor accredited programs.

Short courses may be developed, approved, and delivered by Institutes/Schools. The New Business Accelerator (NBA) is responsible for Industry (B2B) and Custom (B2C) short course offerings which arise from business opportunities or a market-driven addition to the catalogue of short courses. Curriculum Committee is responsible for approving the stacking of short courses for credit into a Federation University award course.

Legislative context

- Federation University Australia Act 2010 (Vic)
- Federation University Australia Statute 2021
- Federation University Australia AcademicRegulations 2022
- Tertiary Education Quality and StandardsAgency Act 2011 (Cth)

Related policy documents

- Australian Qualifications Framework
- National Microcredential Framework
- Higher Education Academic Credit Transfer Procedure
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Definitions

Term	Definition
Award	Degree, diploma, certificate, licence or other award in any discipline
Category A	A non-credit-bearing short course which has no specific relationship to AQF qualifications and need not include assessment.
Category B	A credit-bearing short course designed at a defined AQF level which includes assessment. Stacking of category B short courses for credit into a Federation University award course requires approval by Curriculum Committee.
Course	A course of study/research leading to the granting of an official award or qualification of the University contained in Schedule 5.1 of the University's Legislation. A course contains subsidiary elements referred to as units.
Global Professional School GPS	University School within the portfolio of Global and Engagement.
Institute	University Institute within the Academic portfolio.
New Business Accelerator (NBA)	University directorate within the portfolio of Global and Engagement, tasked to design and deliver Federation University B2B industry and custom (B2C) short course offers.
Non-award	An individual short course, unit, or series of units that does not, in itself, lead to a qualification or award covered by the Australian Qualifications Framework.
Policy Administration Management System (PAMS)	The University-approved centrally controlled policy repository policy library which is the authoritative source for all University-wide governance documents, accessible through the Federation University website policy portal.
Proponent	The person seeking approval of a proposal.

Register of award courses	The register provided for in the Federation University Australia Academic Regulations 2022.
Short courses	An overarching description for short education offerings that typically address a particular area of knowledge or skill. Short courses may be credit or non-credit bearing. Short courses are available in a range of formats including workshops and seminars, and cover a range of delivery modes including digital, face-to-face and/or hybrid/blended learning.
TEQSA	Tertiary Education Quality and Standards Agency.

1. Approval of the business case

	Activity	Responsibility	Steps
A.	Develop a short course business case (industry and custom short courses)	Proponent	1. For Industry and Custom short courses: develop a business case using the Project Proposal Form. The project proposal must be approved by the Executive Dean/Dean of the Institute/School proposing the short course before submission to NBA.
B.	Submit the business case for approval (industry and custom short courses)	Proponent	1. For Industry and Custom short courses, submit the project proposal form to NBA for approval by the Deputy Vice-Chancellor (Global and Engagement) (DVC (G&E)).
C.	Approve the business case (industry and custom short courses)	DVC (G&E)	1. Approve or reject the business case. 2. If approved, request the proponent complete the Short Course Establishment and Variation Form – Section A and Short Course OutlineCategory A for non-credit bearing short courses or Short Course Outline Category B for credit-bearing short courses. 3. If the business case is not approved, advise accordingly, including reasons.
D.	Provide rationale for short courses developed by Institute/School (not industry and custom short courses)	Institute/School	1. For short courses to be developed by the Institute/ School that are not Industry or Custom short courses, a

			rationale for the short course must be included in the Short Course Establishment and Variation form submitted to Institute/School Board (see step 2).

2. Approval of the short course specification

	Activity	Responsibility	Steps
A.	Complete the short course specification forms	NBA (for Industry and Custom short courses) Institute/School	1. Identify or establish a non-award program code and title and a non-award short course code and title. PMC can advise. 2. Determine the cost structure in consultation with Student Finance. 3. Complete the Short Course Establishment and Variation Form – Section A. 4. For non-credit bearing short courses, complete the Short Course OutlineCategory A. For credit-bearing short courses, complete the Short Course Outline Category B.
B.	Submit the short course for approval	NBA (for Industry and Custom short courses) Institute/School	1. For Industry and Custom short courses, NBA will submit the Short Course Establishment and Variation Form and Short Course Outline to GPS Board for approval. 2. For other short courses developed by the Institute/ School, submit the Short Course Establishment and Variation Form and Short Course Outline to the relevant Institute/School Board for approval.
C.	Approve the short course for delivery	GPS (for Industry and Custom short courses) Institute/School Board	1. Approve or reject the short course. 2. If approved, submit to Curriculum Committee for noting.

Deputy Vice-Chancellor (Global and Engagement) | Chair, Curriculum Committee | Original: 28 November 2022 | Approved: 05 December 2023 | Next review: 31 July 2026 | Policy code: AG2079

CRICOS 00103D | RTO 4909 | TEQSA Provider ID: PRV12151 | Provider Category: Australian University

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			3.	If not approved, advise accordingly, including reasons.

3. Recognising and recording short course completion

	Activity	Responsibility	Steps
A.	Recognising completion	Graduation office	1. Graduation office recognises completion of the short course with a certification of participation or attainment or a digital badge for recording in the student management system.
B.	Recording credentials	Student HQ	1. Configure and capture in an approvedUniversity student records system.

4. Stacking of short courses for credit into a Federation University award course

	Activity	Responsibility	Steps
A.	Propose the stacking of short courses for credit	Institute/School	1. Develop a proposal demonstrating that the stacked short courses are equivalent to a Federation Universityunit in an award course.
B.	Submit the proposal for consideration	Institute/School	1. Submit the stacking proposal and relevant short course and unit outlines to Institute/ School Board for endorsement.
C.	Endorse the stacking of short courses	Institute/School Board	1. Endorse or reject the proposed stacking of short courses. 2. If approved, submit to Curriculum Committee for approval. 3. If not approved, advise accordingly, including reasons.

	Activity	Responsibility	Steps
D.	Approve the stacking of short courses	Curriculum Committee	1. Approve or reject the proposed stacking of short courses. 2. If approved, submit to Academic Board for noting. 3. If not approved, advise accordingly, including reasons.

5. Modifying an existing short course

	Activity	Responsibility	Steps
A.	Complete the short course modification forms	NBA/Institute/School	1. Complete Section B of the Short Course Establishment and Variation Form and a modified short course outline. A change to short course title and/or code must be treated as a new short course, however a new business case is not required.
B.	Submit the forms for consideration	NBA/Institute/School	1. Submit the Short Course Establishment and Variation Form – Section B and modified short course outline for approval. Modifications to Industry and Custom short courses must be submitted to GPS Board. Modifications to other short courses developed and delivered by the Institute/School must be submitted to the relevant Institute/School Board.
C.	Approve the short course modification	GPS Board (for Industry and Custom short courses) Institute/School Board	1. Approve or reject the short course modification. 2. If approved, submit to Curriculum Committee for noting. 3. If not approved, advise accordingly, including reasons.

6. Discontinuing an existing short course

	Activity	Responsibility	Steps

A.	Complete the short course discontinuation form	NBA/Institute/School	1. Complete Section C of the Short Course Establishment and Variation form.
B.	Submit the form for consideration	NBA/Institute/School	1. Submit the Short Course Establishment and Variation form – Section C for approval. Proposals to discontinue Industry and Custom short courses must be submitted to GPS Board. Proposals to discontinue other short courses developed and delivered by the Institute/ School must be submitted to the relevant Institute/School Board.
C.	Approve the discontinuation of short course	GPS Board (for Industry and Custom short courses) Institute/School Board	1. Approve or reject the discontinuation of short course. 2. If approved, submit to Curriculum Committee for noting. 3. If not approved, advise accordingly, including reasons.

7. Reviewing short courses

Short courses that provide credit into a Federation University award course must be reviewed as part of the scheduled review of the award course, as detailed in the Review of Established Sealed Award Courses (Higher Education) Procedure.

Forms

Forms.

- Short Course Establishment and Variation Form (DOCX 258.9kb)
- Short Course Outline (Category A - Higher Education) (DOCX 190.3kb)
- Short Course Outline (Category B - Higher Education) (DOCX 197.9kb)

Responsibility

- Deputy Vice-Chancellor (Global and Engagement) (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.

- Chair, Curriculum Committee (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

The Short Courses Procedure will be communicated throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website;
2. Distribution of e-mails to Provost, Executive Deans of Institutes, Deans & Directors and Heads of Campus.

Implementation

The Short Courses Procedure will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Short Courses (industry/custom) & Project Proposal Form	A University approved credentials management system	Coordinator, New Business Accelerator	Originals should be retained by the Proponent. Copies can be disposed of once the administrative use has concluded. Electronic record will be retained in a University approved Short Courses (industry/custom) management system.
Master set of curriculum approved records submitted for approval including: Short course establishment and variation form Short course outline Category A Short course outline Category B	A University approved credentials management system	Executive Dean/ Dean	Permanent