Short Course Establishment and Variation Form

**Section A** of this form should be used to establish new short courses. **Section B** of this form should be used to modify existing short courses. **Section C** of this form should be used to discontinue existing short courses. A change to a short course code, title or credit points should be treated as proposing a new short course, although a new business case will generally not be required.

**SECTION A – Establishing a new short course**

Please refer to the [*Short Courses Procedure*](https://policy.federation.edu.au/learning_and_teaching/general/industry_short_courses/ch01.php) for information about the process for approving and recognising short courses, including Industry and Custom short courses to be approved and developed by the New Business Accelerator (NBA). As per the procedure, please note that for Industry and Custom short courses a business case using the [*Project Proposal Form*](https://forms.office.com/Pages/ResponsePage.aspx?id=D031zczM9Uunc5EHkn08W-3ZkPsrfS9IoSerf6jYM3pUQVZVWVdaMlRGTFNEWVhETjdZWFA5RVhSNCQlQCN0PWcu&wdLOR=cDFF57628-24DF-489E-9C05-415B5D64E12D) must be approved by the DVC (G&E) before completion of this form. This form and relevant new short course outline(s) must be submitted to Institute/School Board for approval (to GPS Board for Industry and Custom short courses) and to Curriculum Committee for noting.

**Complete PART 1 below for new Category A and Category B credentials.**

**Category A:** anon-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 (see item 4 of the Short Courses Procedure).

**PART 1**

1. Name of institute/school approving the short course.

Click or tap here to enter text.

1. Short course code/s and title/s

Multiple short courses can be listed.

Click or tap here to enter text.

Where multiple short courses are listed, please indicate whether they are stand-alone short courses for which students will receive a completion badge/certificate for each one, or whether students must complete a series of short courses to be eligible for a completion badge/certificate.

[ ]  Stand-alone short courses

[ ]  Students must complete more than one short course to be eligible for a completion badge/certificate.

If the latter, please specify which courses students must complete to be eligible for a completion badge/certificate:

Click or tap here to enter text.

Attach course outlines for all courses listed. Use the [Short Course Outline (Category A)](http://policy.federation.edu.au/forms/ECM_206088_v3_Shorter-Form-Credential-Category-A_-Course-Outline.docx) or Short [Course Outline (Category B) as appropriate](http://policy.federation.edu.au/forms/ECM_180174_v8_Course_Outline_Form-docx.docx).

1. Short course program code and title

Please contact Program Management and Completions (PMC) if you require a new short course program code.

XC\*\*

Is this a new or existing short course program?

[ ]  New [ ]  Existing

1. Overview and rationale

Provide a brief overview of the short course and rationale for its introduction.

Click or tap here to enter text.

1. Australian Standard Classification of Education (ASCED) Code (6 digits)

Click or tap here to enter text.

1. Delivery location

Mt Helen [ ]  SMB [ ]  Camp St [ ]

Berwick [ ]  Brisbane[ ]  Gippsland [ ]

Horsham [ ]  Online [ ]

Flexible [ ]  Click here to enter text.

Blended [ ]  Click here to enter text.

Other [ ]  Click here to enter text.

1. Proposed start date

Click or tap here to enter text.

1. Specify the duration of the short course

Click or tap here to enter text.

1. Will lecturers and students require access to the learning management system (Moodle)?

[ ]  Yes [ ]  No

1. What will students who successfully complete this short course be awarded?

Choose an item from the drop-down list:

If a digital badge is required, please provide the following information for each course (consult the Graduation Office for assistance). An example of a digital badge is appended to this form.

Description (1-3 sentences)

Click or tap here to enter text.

Skills (up to 6 skills of 1-3 words each)

Click or tap here to enter text.

Earning this badge (1 sentence describing what the student did to earn the badge)

Click or tap here to enter text.

1. How will fees be set for this short course?

Select all that apply:

[ ]  Fees will be met by students

[ ]  Fees will be met by a sponsor or third party

[ ]  Fees will be met by the school or University

[ ]  Fees will be set in accordance with the Federation University Short Course costing model

[ ]  AD, Financial Operations has been notified to add the credential to the schedule of fees to be offered to students

1. Is information about this short course to be entered on Course Finder?

[ ]  Yes [ ]  No

1. Who will be responsible for developing course materials?

Click or tap here to enter text.

If course development is outside the University, indicate who owns the intellectual property.

Click or tap here to enter text.

**Complete PART 2 below for new Category B short courses in addition to PART 1 above.**

**PART 2**

1. Will the proposed short course attract government or other funding?

Please enter details of the funding this short course will attract.

Click or tap here to enter text.

1. Modes of delivery

Identify if the short course will be offered via online, blended, on-campus etc delivery

Click or tap here to enter text.

1. Indicate the type of credit/admission requirement satisfied by completing this short course

[ ]  The short course has been designed as equivalent to a defined number of credit points at a defined AQF level. (Note that stacking of short courses for credit into an award course requires approval by Curriculum Committee).

Enter the credit point value of the short course: Click or tap here to enter text.

Enter the AQF level of the short course:Click or tap here to enter text.

[ ]  The short course is equivalent to a 15CP unit in an award course and will contribute credit towards a HE course. It has been developed at an AQF level appropriate for entry into the course it is to be credited towards.

Enter the HE course code and name:Click or tap here to enter text.

Enter the AQF level of the HE course:Click or tap here to enter text.

[ ]  The short course is equivalent to a 15CP unit in an award course and can be credited against this existing unit.

Enter the unit code and name:Click or tap here to enter text.

Enter the AQF level of the unit:Click or tap here to enter text.

[ ]  The short course will enable admission to a HE course (no credit).

Enter the HE course code and name:Click or tap here to enter text.

1. The short course will be open to enrolments from

[ ]  Domestic students

[ ]  International students (off-shore — online only)

**SECTION B – Modifying a short course**

This completed form and relevant modified short course outline(s) must be submitted to Institute/School Board for approval and then to Curriculum Committee for noting.

1. Short course code/s and title/s

Click or tap here to enter text.

Attach modified short course outlines for all courses listed.

1. Overview and rationale of modification

All modifications should be explained below and completed in the short course outlines to be submitted with this form.

If the modification involves changes to other items listed in Section A of this document, please list these changes below and provide a rationale.

Click or tap here to enter text.

**SECTION C – Discontinuing a short course**

This completed form must be submitted to Institute/School Board for approval and then to Curriculum Committee for noting.

1. Short course code/s and title/s

Click or tap here to enter text.

1. Rationale for proposed short course discontinuation

No longer required [ ]  Superseded [ ] Other [ ]

Click or tap here to enter text.

1. Date of last offering

Click or tap here to enter text.

1. Date which last student is scheduled to complete

Click or tap here to enter text.

1. Implications for current students

Click or tap here to enter text.

1. Implications for pre-requisites, co-requisites and/or exclusions for other courses

Click or tap here to enter text.

1. Implications for pathways/credit arrangements/stacking

Click or tap here to enter text.

1. Implications for other Institutes/Schools

Click or tap here to enter text.

The image below is an example of a digital badge (see question 7).

