Initial course proposal and business case

Higher Education

Institute/School of Enter Institute/School name here

Proposed Course Title: Enter proposed course title here

Prepared by:

***Author / Institute/School***

*[Status] – [Version] – [Date]*

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1. Course Information

|  |  |
| --- | --- |
| Proposed Course Title |  |
| Administering Institute/School |  |
| Partner Institute(s)/School (if applicable) |  |
| Proposed Start Date | Click or tap to enter a date. |
| Proposed Course Code |  |

[The Course Title and Standard Abbreviation is to conform with the Nomenclature of Sealed Awards Policy]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forecast enrolment numbers** | | | | | | | | | |
| **Year 1 -** [enter year, ie 2021] | | **Year 2** | | | **Year 3** | | | **Year 4 (if applicable)** | |
| On Campus | Eg.20 | On Campus | |  | On Campus | |  | On Campus |  |
| Online |  | Online | |  | Online | |  | Online |  |
| EFTSL |  | EFTSL | |  | EFTSL | |  | EFTSL |  |
| Domestic | 15 | Domestic | |  | Domestic | |  | Domestic |  |
| International | 5 | International | |  | International | |  | International |  |
| Partner |  | Partner | |  | Partner | |  | Partner |  |
| **Proposed Delivery Locations** | | | Berwick Campus | | |  | Mt Helen Campus | |  |
|  | | | Churchill Campus | | |  | Camp St Campus | |  |
|  | | | Horsham Campus | | |  | SMB Campus | |  |
|  | | | Online | | |  | Partner Provider | |  |
|  | | | Flexible (specify location) | | |  | Other | |  |
|  | | |  | | |  |  | |  |
| **Proposed Delivery Mode/s** | | | On Campus | | |  | Online | |  |
|  | | | Blended | | |  |  | |  |
|  | | | Work Integrated Learning (WIL) – specify number of weeks | | |  |  | |  |
|  | | |  | | |  |  | |  |
| **For courses with a blended delivery mode please provide further information on the units that will be delivered on campus, online or in block mode and the type of students likely attracted to the course (ie, full time and/or part time)** | | | | | | | | | |
| **Course accreditation**  If the course requires external accreditation, please specify the name of the accrediting body and when the accreditation submission is due (ie. the approximate month / year when the accrediting body is likely to visit. Accreditation costs should be included in the in financial analysis | | | | | | | | | |
| **Sample structure**  If available, attach the sample structure here, if not available please provide details on when the structure will be developed | | | | | | | | | |

1. Overview/Rationale for Course

This section should be a maximum 500 words in length.

Include items such as:

* Summarise the driving factors behind proposing the new course
* The broad structure of the course
* Staff involved in preparing this proposal

1. Need and Demand

This section should be 500-1000 words in length to expand on the Overview/Rationale in relation to the identified Need/Demand, particularly regarding demand estimated. To be prepared in consultation with the Business Intelligence, please contact: [Catalog - Browse - Information Technology Services (service-now.com)](https://federation.service-now.com/sp?id=sc_category&sys_id=b8d98b35db1deb889c64773c3496192b&catalog_id=-1)

This section should include items such as:

* A summary of expected demand in terms of student numbers
* VTAC demand data, ie. how many students didn’t receive offers
* Geographic data relevant to the campus of delivery
* Letters of support from professional bodies and employer associations, references to workforce demand
* Pathway qualifications that may be ‘feeders’ for the course
* If looking at international students, what are the target countries and why

1. Competition

Identify any existing providers of the course or any courses that may compete with this course. To be prepared in consultation with the Business Intelligence, please contact: [Catalog - Browse - Information Technology Services (service-now.com)](https://federation.service-now.com/sp?id=sc_category&sys_id=b8d98b35db1deb889c64773c3496192b&catalog_id=-1)

1. Stakeholder Support

Provide details on key external stakeholders and the status of their support for the course. Please also include a summary of internal stakeholders and whether they have been consulted and support the proposal. If available, attach letters of support here also.

1. Marketing Strategy

Provide a summary here of the proposed marketing strategy. When available, attach the strategy

1. The Benefits and Outcomes

Summarize how the proposed course will benefit the University in terms of student numbers, reputation, impacts on campus, broadening current offerings and/or pathways for students.

1. Constraints – Potential points of failure/pressure points

Summarize the constraints for establishing the new course including financial requirements, facilities, timetabling, staffing or impacts on student support services.

1. Financial Sustainability/Viability/Project Analysis

A full financial business case needs to be attached or inserted here and is to be prepared in consultation with Financial Services. Please contact Prakash Subramanian [p.subramanian@federation.edu.au](mailto:p.subramanian@federation.edu.au) for finance support.

## 9.1 Staffing

**Existing staff**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Academic Level** | **Teaching load / FTE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**New Staff Required**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Academic Level** | **Teaching load / FTE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Key risks & mitigation strategies

List high level risks and summary of how they can be managed or addressed.

This may include:

* ability for current staff to deliver the proposed course
* the number of existing units that will be utilized
* the number of new units requiring development prior to delivery
* the level of learning designed support required as part of the new curriculum

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
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|  |  |
|  |  |
|  |  |

1. Impact on Infrastructure, Administration and Student Support Services

## 11.1 Property and Infrastructure

If significant Facilities impacts are anticipated, ie. creation of new teaching spaces, please contact Manager Planning and Design: [SpaceManager.PropertyInfrastructure@federation.edu.au](mailto:SpaceManager.PropertyInfrastructure@federation.edu.au)

|  |  |  |
| --- | --- | --- |
| **Does this course require the use of practical lab spaces or other specialist teaching spaces?** | Yes ☐ | No ☐ |
| **Do the required lab spaces already exist on the campus of delivery?** | Yes ☐ | No ☐ |
| **If yes, please confirm which labs or specialist teaching spaces will need to be accessed and as much information as possible around when the labs will be required (ie. 4 hours per week in Semester 1, Year 1 / 8 hours per week in Semester 2, Year 1)** | | |
| **If no, please provide as much information as possible around the requirements for additional teaching spaces including any accreditation requirements (where applicable).** | | |
| **Are there any requirements for office space for additional staff? Please provide details.** | | |

## 11.2 Information Technology (ITS) Services

|  |
| --- |
| **Specify any IT hardware, in addition to what is already provided in existing teaching spaces that may be required (ie. laptops, monitors, audio / visual equipment). Provide details below and include ITS requirements for any new staff.**  **Does delivery of this course suit Connected Classroom pedagogy?** |
| **Provide details on any specialised new software that may be required. If known, advise the system name and information on licensing.** |

## 11.3 Library Services

|  |
| --- |
| **Are any additional resources / titles required? If yes, please provide details.**  **Are new print, video or other electronic resources required?** |
| **Have relevant library databases have been identified?**  Core disciplinary indexing and abstracting databases; fulltext and e-journal databases are available.  If **No** please attach details of those required. |
| **Will access to library resources outside Federation University collections will be required? (CAVAL/ULA/Other)** |
| **Will extended Library staff support required on weekends, in the evening or other times?** |

## 11.4 Chief Experience Officers Directorate

|  |
| --- |
| **Admissions**  **Note:** Initial degree (undergraduate) and TAFE (Cert IV level and above) will be listed in the VTAC Guide.  **Are there any additional selection requirements, eg literacy testing, applicant interview with external organisation?**  **Will entry quota restrictions apply to this course?**  **Are there any specific credit/articulation/RPL (Recognition of Prior Learning) agreements associated with this course?** |

**Submitted to University *Higher Education Business Approval Committee (HEBAC)* for review**

**Date:**

***Click here to enter the date of the Higher Education Business Approval Committee (HEBAC) meeting this proposal will be submitted to***

**Name of Academic Staff member proposing the course:**

Click here to enter Academic Staff member’s name

**As the Executive Dean/Dean of** Click here to enter the Institute/School **I approve the submission of the proposal for** Click here to enter proposed course title **submission to the Higher Education Business Approval Committee (HEBAC).**

**Signature:**

**Executive Dean/Dean of Institute/School**

**Date:**

**Approved**  **Not Approved**

**(to be returned to Executive Dean/Dean of Institute/School)**

If not approved, the reason the course as proposed was rejected.

**Signature:**

**Chair, Higher Education Business Approval Committee (HEBAC)**