

COURSE AND SUBJECT DEVELOPMENT AND APPROVAL POLICY

Purpose

To provide information on guidelines for the development and approval of new Subjects and Courses.

Scope

All Courses and Subjects of Australian Institute of Business (AIB).

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the AIB [glossary](#).

Material Change – Under section 29(1) of the *Tertiary Education Quality and Standards Agency Act 2011*, a registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:

- An event that will significantly affect the provider's ability to meet the Threshold Standards.
- An event that will require the National Register to be updated in respect to the provider.

Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. Any action we take will be mindful of not discouraging change, innovation and continuous improvement (Source: [TEQSA Glossary of Terms](#)).

Principles

AIB is committed to providing engaging, industry-relevant, and contemporary Subjects and Courses at the appropriate *Australian Qualification Framework* (AQF) level.

Policy

1. Course Development and Approval

- 1.1. Proposals to develop a new Course may be developed as a result of market demand and/or AIB strategy and will consider that AIB has the resources and infrastructure such as faculty and staff, facilities and finances to support the proposed Course, amongst other considerations.
- 1.2. AIB will complete the 4 major stages in the development and approval of Courses:
 - (a) Planning approval process.
 - (b) Course design.
 - (c) Course approval process.
 - (d) In the case of award Courses, course accreditation (either by TEQSA, or internally where AIB has been granted any Self-Accrediting Authority by TEQSA) and professional accreditation where required for professional practice.

- 1.3. AIB will ensure that any Course and the resulting award complies with the applicable Standards of the *Higher Education Standards Framework*, the AQF and other related legislation and regulatory frameworks.
- 1.4. Where professional accreditation is required, AIB will ensure the Course development process accounts for any professional accreditation requirements including the accreditation application process to ensure appropriate professional standards are met and that graduates from the AIB course will be professionally qualified to practice.
- 1.5. Course development is overseen by Academic Board, AIB's peak academic governing body.

2. Subject Development and Approval

- 2.1. From time to time, new Subjects are developed or significant changes are made to current Subjects, as a result of new developments in the discipline area or in response to feedback from students and/or academic staff. Changes to existing Subjects are within the scope of the [Course and Subject Changes and Cessation Policy and Procedure](#).
- 2.2. Subject development and approval will be overseen by Academic Board as AIB's peak academic governing body.

3. Regulatory notifications of new Courses and/or Subjects:

- 3.1. If any changes to a Course or Subject is deemed to be a Material Change as described by TEQSA, the Quality and Accreditation Manager will notify TEQSA of the Material Change.
- 3.2. When a new Course is internally approved, AIB will coordinate a submission to TEQSA of the relevant application form and supporting documentation for the accreditation of the new Course unless AIB has been granted by TEQSA self-accrediting authority for the relevant field of education and AQF level. Any Course accredited internally by AIB will be notified to TEQSA as a Material Change.
- 3.3. AIB will notify the Department of Education of any new Courses and/or Subjects for the purpose of data reporting and access to Commonwealth financial assistance for students and Candidates (i.e. FEE-HELP).

Related Policies and Procedures:

[Academic Quality Assurance Framework](#)

Course Review [Policy](#) and [Procedure](#)

[Course and Subject Development and Approval Procedure](#)

Course and Subject Changes and Cessation [Policy](#) and [Procedure](#)

Subject Review [Policy](#) and [Procedure](#)

Related Legislation and Frameworks:

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards) 2021

Higher Education Support Act 2003 and associated legislative instruments

National Code for Responsible Conduct of Research

TEQSA Act 2011

Responsibility:

Academic Dean

Quality and Accreditation Manager

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