

COURSE AND SUBJECT DEVELOPMENT AND APPROVAL PROCEDURE

Governing Policy

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

Purpose

This procedure provides guidance on the processes for the development and approval of new Subjects and Courses.

Definitions

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

Procedure

1. Course Development Approval

There are 3 major steps in the development and approval process, as follows:

1.1. The Planning Approval Process

- (a) The Academic Dean will prepare a Course Proposal and a separate business plan in respect of any Course development proposal taking into consideration any prior recommendations from relevant parties such as the representatives from the professions, industry and international stakeholders.
- (b) A template is provided in Appendix A for the purposes of a Course Proposal ("Proposal") which will be presented for endorsement to Teaching & Learning Committee and/or Research & Higher Degrees Committee prior to Academic Board.
- (c) The template attached as [Appendix B](#) must be used for the business plan. The Academic Dean will present the business plan to the Senior Management Group for endorsement, in which case both the Academic Board-endorsed Course Proposal and the business plan will be presented together to the Board of Directors for approval.

1.2. The Course Design

- (a) Following planning approval, the Academic Dean will, in consultation with the Teaching & Learning Committee or the Research & Higher Degrees Committee (as appropriate) establish a Course Development Committee to develop the Course curriculum including:
 - (i) A rationale paper for the introduction of the Course, which should reference the Board of Directors-approved Course Proposal and Business Plan, and provide assurance that AIB has the resources and/or capability to deliver the new Course;
 - (ii) the structure, duration and modes of delivery;
 - (iii) entry requirements and pathways;
 - (iv) expected learning outcomes;
 - (v) high-level content and learning activities for each Subject which should engage with advanced knowledge and inquiry consistent with the level of study and the expected learning outcomes (please see section 2.1 below for further detail);
 - (vi) high-level Assessment requirements and methods in which expected learning outcomes can be achieved regardless of place of study or mode of delivery and of which demonstrates adherence to AIB's Assessment and Academic Integrity policies and procedures;
 - (vii) constructive alignment mapping for Course Learning Outcomes, Subject Learning Outcomes and Assessment;
 - (viii) indicative study workload;
 - (ix) the qualification to be awarded on completion (including any nested awards) where the Course is an AQF qualification;
 - (x) compulsory requirements for completion;
 - (xi) exit pathways, articulation agreements, pathways to further learning;
 - (xii) delivery arrangements;
 - (xiii) and where appropriate, the committee will be required to include the proportion and nature of research or research-related study in the Course.
- (b) The size of the Course Development Committee will vary according to the nature of the Course and will comprise:
 - (i) The Academic Dean as Chair;
 - (ii) Academic staff;
 - (iii) Representatives from the Online learning team;
 - (iv) The Quality and Accreditation Manager;
 - (v) At least one external academic with at least 5 years teaching in the relevant discipline;
 - (vi) Industry or professional representatives.
- (c) The Course Development Committee will seek input from various stakeholders, including the AIB alumni industry panels.
- (d) Where a Course requires accreditation by a professional body, the Course Development Committee should include appropriate representation from that body.
- (e) The Course Development Committee will benchmark the Course curriculum that is being developed against Australian and international standards, and also against any existing similar Courses offered by other registered Higher Education Providers, for the purposes of considering Course Learning Outcomes, structure, content, duration, and where available, information on demand and graduate completion & employment. Assistance from the AIB Marketing Team may be required for the latter components.
- (f) The Course Development Committee will ensure that the Course and the resulting award complies with the applicable Standards of the *Higher Education Standards*

Framework and the *Australian Qualifications Framework*, and other relevant legislation and regulatory frameworks.

- (g) Prior to provision to AIB's academic governing bodies, the Course curriculum documentation, including the rationale, will undergo a robust review as per the following process:
 - (i) **Internal Review:** The Academic Dean will present the Course curriculum documentation provided by the Course Development Committee for internal review by a specially-assembled New Curriculum Assessment Panel ('the Panel'). The membership of the Panel will be that of the Teaching & Learning Committee, with the exception of external members and any person who was also a member of the Course Development Committee. The Panel will be required to review the Course Curriculum documentation; it may refer the Course Curriculum documentation back to the Course Development Committee for further work prior to making any recommendations to the Academic Dean for External Review. The Panel will prepare a report of findings with a recommendation for approval as appropriate, to present to the Academic Dean.
 - (ii) **External Review:** Upon recommendation from the Panel, the Academic Dean will refer the Course Curriculum documentation and the Internal Review report to an Academic Board-approved senior external academic who has experience in the delivery of Courses of the relevant discipline, is able to scrutinise the Course design to the same level as a TEQSA Assessment, and has been independent of AIB's Course Proposal and Course design processes. The External Review may recommend further work be conducted on the documentation, in which case the feedback will be referred to the Course Development Committee for their action. A report of findings with a recommendation for approval as appropriate is to be presented to the Academic Dean.
- (h) The Academic Dean will prepare a proposal for Course approval for presentation to the AIB academic governing bodies and the Board of Directors. The proposal should include the rationale, curriculum documentation, the internal and external reports of findings and recommendations and a Self-Assurance Report outlining how AIB has complied with its own policies and procedures in the design of the Course, a summary of compliance with regulatory frameworks and requirements, and a Course Review Plan for a 7-year cycle that outlines key quality assurance activities with references to AIB policies and procedures.

1.3. The Course Approval Process

- (a) The Teaching & Learning Committee and the Research & Higher Degrees Committee (as appropriate), will review the Proposal for Course approval, including the Course curriculum as designed by the Course Development Committee.
- (b) If the Course curriculum is endorsed by the Teaching & Learning Committee and the Research & Higher Degrees Committee (as appropriate), that Committee will forward it to the Academic Board, with a recommendation for approval.
- (c) If the Course curriculum is not endorsed by the Teaching & Learning Committee and the Research & Higher Degrees Committee, it will be referred back to the Course Development Committee with comments for further work to be undertaken, in accordance with feedback provided, before re-submitting to Teaching & Learning Committee and/or Research & Higher Degrees Committee (as relevant).
- (d) The Academic Dean will present the Proposal for Course Approval to the Academic Board, which will be responsible for ensuring the Course curriculum meets regulatory frameworks and requirements. Any further work required may be

undertaken under the leadership of the Academic Dean in preparation for presentation to the Board of Directors, but in the case of any significant work required, the proposal will be brought back to the relevant Standing Committee or the Course Development Committee as appropriate.

- (e) The Board of Directors will be presented with the Proposal for Course Approval by the Academic Dean with notification of Academic Board approval. The Board of Directors have the responsibility of final approval and will consider recommendations from Academic Board, the relevant Standing Committee, internal and External Reviews and also consider the rationale that outlines AIB's resourcing and capacity to deliver the Course and future market and industry demand. Any further work required may be undertaken under the leadership of the Academic Dean in preparation for presentation to the Board of Directors, but in the case of any significant work required, the proposal will be brought back to Academic Board.

2. The Course Accreditation Process

The process for accrediting a Course will depend on any TEQSA-granted self-accrediting authority in place. This procedure will be updated and will clearly state the scope of any such TEQSA-granted authority with a link to the TEQSA National Register that advises the approval.

- 2.1. For AQF qualifications of which AIB has not been granted self-accrediting authority, once approved by the Board of Directors, the Quality and Accreditation Manager will coordinate a submission to TEQSA of a relevant completed application form and supporting documentation for the accreditation of the new Course.
- 2.2. Where AIB has been granted self-accrediting authority for Courses of which the new Course curriculum aligns, accreditation will be as per the approval by the Board of Directors, and the date of their decision to approve will be the official commencement date of a 7-year accreditation cycle. The award, its AQF level and the date of accreditation expiry will be listed on the AIB Register of Self-Accredited Courses which will be publicly accessible via the AIB website.

3. Professional Accreditation

- 3.1. For qualifications requiring professional accreditation from authorised bodies, the Quality and Accreditation Manager will liaise with the Academic Dean and the relevant Associate Dean to ensure completion and submission of an appropriate application form and any other prescribed requirements of the authorised application process.

4. Post Accreditation Process

- 4.1. Once the Course has been officially accredited, the Academic Dean will coordinate a team that includes representatives from the marketing team, the academic team, the online learning team, academic operations and student support services to prepare for and operationalise the implementation of the Course. This includes marketing to prospective students and Candidates.
- 4.2. The Quality and Accreditation Manager will liaise with the Finance Director to ensure appropriate tuition assurance cover for any new or amended Course.
- 4.3. The Academic Governance Manager will notify the Department of Education for the purposes of regulatory reporting and Commonwealth funding approvals.

5. Subject Development and Approval

5.1. Subject Approval:

- (a) The Academic Dean will initiate the process of developing a new Subject for an existing Course by presenting a proposal with relevant details for endorsement to the Teaching & Learning Committee and/or the Research, Higher Degrees Committee, and then to Academic Board for approval. The proposal should outline the rationale for the new Subject, impact on each Course in which the Subject will be offered including Course structure, and any impact on the constructive alignment and achievement of Course Learning Outcomes.
- (b) On obtaining Academic Board approval, the Academic Dean will appoint suitable academic staff relevant to the discipline of the Subject to develop the Subject Brief, content, required and recommended readings and Assessments in conjunction with the Online Learning Team. (see Subject Development section below). In the process, they will benchmark the content that is being developed. AIB may engage an external academic where suitable internal staff are not available to assist with the development of the new Subject.
- (c) The Teaching & Learning Committee and/or the Research & Higher Degrees Committee will review the Subject Brief for the purposes of endorsement to Academic Board for approval. If approved, the marketing team, the academic team, the online learning team, academic operations and student support services will then take all necessary action to implement and operationalise the new Subject. Where a new Subject is deemed to be a Material Change as prescribed in TEQSA policy, the Quality and Accreditation Manager will liaise with the Academic Dean to notify TEQSA of the Material Change.

5.2. Subject Development: Where new Subjects are developed for an existing AIB Course, the following should be assured:

- (a) A constructive alignment review has been completed to ensure appropriateness of the new Subject.
- (b) Ongoing alignment of Course and Subject Learning Outcomes and Assessment are documented.
- (c) Content and learning activities include:
 - (i) current knowledge and scholarship in relevant academic disciplines
 - (ii) study of the underlying theoretical and conceptual frameworks of the academic disciplines or fields of education or research represented in the Course, and emerging concepts that are informed by recent scholarship, current research findings and, where applicable, advances in practice.
- (d) Teaching and learning activities arranged to foster progressive and coherent achievement of expected learning outcomes throughout each new Subject.
- (e) An external reviewer with suitable and related academic qualifications (or significant industry expertise and standing) is appointed by the Academic Dean to review the draft Subject.
- (f) The team responsible for developing the new Subject consider review recommendations in finalising the Subject.

Related Forms and Documents:

[Course Proposal – Appendix A](#)

[Business Plan – Appendix B](#)

AIB's Higher Education Curriculum templates: Course Brief and Subject Brief

Responsibility:

Academic Dean

Current Status	Version 4
Approved By	Academic Dean
Date of Approval	12 March 2026
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Previous Version	8 February 2024
	9 March 2023
	1 November 2022
	21 August 2019
	<i>V5 Course and Subject Development Policy and Procedure 26 April 2019</i>
Date of Next Review	12 March 2029

Appendix A

The Course Proposal:

The Course Proposal is a brief outline for a proposed Course for presentation to AIB's academic governing bodies for endorsement to proceed to a more detailed development of curriculum documentation. The Course Proposal will be presented to the Board of Directors with a Business Plan for approval.

As a minimal requirement, it should briefly address the following points:

1. Course Title and Abbreviation
2. AQF Level and qualification type, with AQF descriptors
3. Structure including standard, full-time and part-time durations
4. Purpose and brief statement of intended enrolments / how the Course will align with the AIB Graduate Attributes.
5. Proposed Course Learning Outcomes with a summary of content for the Course
6. List of proposed Subjects / units of study (where known)
7. Entry requirements and relationship to existing AIB Courses, including pathways/exit pathways, internal and external articulation arrangements and possible pathways to further learning
8. Delivery mode and any other appropriate delivery information (eg if there will be any Third Parties involved in the delivery of the Course)
9. Relationship with existing AIB Courses and Subjects
10. Professional Accreditation requirements (if any)

Appendix B:

The Business Plan

The Business Plan is a brief proposal seeking endorsement of a proposed Course within AIB's strategic goals to proceed to a more detailed development of curriculum documentation. As a minimal requirement, it should briefly address the following points:

1. Proposed title and abbreviation as per qualification(s) to be awarded on completion
2. AQF level and descriptor
3. Year/Term of proposed introduction
4. Intended target market / industry relevance / graduate employment opportunities
5. Assessment of target demand / market research undertaken (opportunities, offering at other institutions and evidence of market demand)
6. Financial information including:
 - a. Anticipated revenue for first 3 years of Course delivery including any likely fee increases
 - b. Anticipated costs for:
 - i. Development of the Course including likely fees of persons engaged to develop curriculum and/or learning materials, or to review documents
 - ii. Any regulatory or professional accreditation fees (initial and ongoing as per available information)
 - iii. Start-up costs for the introduction of the Course
 - iv. ongoing financial year / budget costs
 - c. Other financial information as requested by the Board of Directors.
7. Rationale and objectives, including a concise reference to those graduate attributes and/or key generic skills which the Course is expected to develop in its students and/or Candidates.
8. Relationship to AIB's strategic objectives and suitability within the BPP broader portfolio
9. Structure, duration and mode(s) of delivery of Course / location if not online
10. List of proposed Subjects/units of study, where known
11. Entry requirements and relationship to existing AIB Courses, including pathways/exit pathways, internal and external articulation arrangements and possible pathways to further learning

Additional points to consider:

- i. Professional recognition / accreditation
- ii. Resource implications over and above standard requirements (including any project partners or consultants, third party liaison/management, proposed teaching facilities, proposed sources of teaching staff, projected enrolments).
- iii. Impact on existing AIB Course and/or Subject offerings

- iv. Tuition safeguards, Course assurance and teach-out contingency plans
- v. Other risk factors