

Course Development, Approval and Review Procedure

1. PURPOSE

This procedure explains the processes to ensure the development, approval and review of courses delivered by UTS College and third parties meet the desired student learning outcomes of specific subjects and the graduate attributes of each program as well as being compliant with all relevant legislative and stakeholder requirements.

2. SCOPE

This procedure applies to:

- All UTS College staff responsible for any aspect of the development, approval and review of all courses offered by UTS College and a 3rd party, regardless of location or mode of delivery.
- It also applies to any external advisory groups and other relevant bodies such as the UTS College Academic Board.
- The development, approval and review of the UTS Foundation Studies Programs remains the responsibility of UTS, however UTS College is responsible for advising UTS on the efficacy of the programs and initiating reviews when and where improvements and enhancements would benefit the quality of the programs.

3. PROCEDURES

3.1. Course Proposal - New and Major Change (2) To Award Courses

3.1.1. Business case to be prepared by Education, Future Students and Finance.

3.1.2. Business case to be submitted to the Executive for evaluation and endorsement (including financial authority to proceed) which must include:

- Alignment with UTS College's strategic direction, purpose and values
- A rationale for the new course/ major change (2) or new delivery site
- Outline of the new course/major change (2) aims
- A market intelligence report of course demand and projected enrolment
- An outline of resource requirements.

3.1.3. The business case is then submitted to the UTS College Board for approval.

3.1.4. The Program Manager or Dean in consultation with Learning Quality Unit Manager prepares a formal course proposal for approval. The course proposal must contain

details from the approved business case and follow the Course and Assessment Design Guidelines.

- 3.1.5. The Program Manager submits the formal course proposal to the Learning and Teaching Committee (LTC) and Academic Standards Committee (ASC).
 - 3.1.6. The Program Manager/ Director of Studies convenes a Course Advisory Committee (CAC)/ELT equivalent and presents formal course proposal for external advice and expertise.
 - 3.1.7. The formal course proposal, including the minutes of the CAC meeting, are submitted to the Academic Board for approval or in the case of UTS Foundation studies for endorsement.
 - 3.1.8. The formal course proposal is submitted to the UTS Course Planning Committee.
 - 3.1.9. The formal course proposal is submitted to the UTS Learning and Teaching Committee and UTS Academic Board.
 - 3.1.10. The formal course proposal and approvals are stored electronically in a shared access site for Education managers.
- 3.2. TEQSA Requirements
- 3.2.1. The Program Manager and the Learning Unit Manager prepare and submit Accreditation Application and supporting evidence in the TEQSA approved format, together with the preliminary assessment fee.
 - 3.2.2. For courses that are open to international student enrolment, prepare and submit a CRICOS registration for new CRICOS codes for the new courses
 - 3.2.3. If a major change (2) has been approved for a TEQSA-accredited course, a material change notification must be made to TEQSA.
 - 3.2.4. Prepare and submit the Application Form – Adding an English Language Intensive Course for Overseas Students (ELICOS) course of study on CRICOS.
- 3.3. UTS Approval of Articulation Arrangements and Credit Recognition
- 3.3.1. The Program Manager will liaise with relevant UTS Faculty personnel, and or UTSI including Associate Deans (Teaching & Learning) in relation to Faculty approval and recommendations for UTS approval of External Articulation Arrangements and credit recognition.
 - 3.3.2. Provide course proposal information in support of Faculty approval processes, and the administrative requirements of the UTS Online Course Approval Process (OCAP) system. Report stage of approval to Dean of studies
 - 3.3.3. Monitor the progress of articulation applications via the OCAP system and circulate notifications to key internal staff.

3.3.4. Circulate approval notifications to key internal staff.

3.4. Proposal and Approval Of Major (1) Changes

3.4.1. The Program Manager prepares a change to Course proposal for approval. The proposal should include the following where applicable:

- a. An outline of the intended change
- b. The rationale for the change
- c. The alignment to the UTS equivalent subject (if applicable)
- d. The impact on the program/course with regard to UTS articulation
- e. Any change to the mapping to intended learning outcomes or subject learning outcomes
- f. Any impact on the student experience
- g. Any change to the course structure, location, duration and mode of delivery
- h. The Learning and Teaching strategies and approach that aligns to the UTS College model of learning
- i. Resources required
- j. Intended timing of change
- k. Transition plan if change of course structure.

3.4.2. The proposal is submitted to one or both of the following committees

- a. Course changes that impact pedagogy or curricula are endorsed by the Learning and Teaching Committee
- b. Those that impact the structure/ study plan of a course require Academic Standards Committee

3.4.3. The proposal is submitted for approval to the Academic Board or UTS Course Planning Committee for Foundation Studies.

3.4.4. The Program Manager will liaise with relevant UTS Faculty personnel, UTSI, including Associate Deans (Teaching & Learning) in relation to Faculty approval and recommendations for UTS approval of External Articulation Arrangements and credit recognition.

3.4.5. The Program Manager provides course proposal information in support of Faculty approval processes, and the administrative requirements of the UTS Online Course Approval Process (OCAP) system. Report stage of approval to Dean of studies

3.4.6. Monitor the progress of articulation applications via the OCAP system and circulate notifications to key internal staff.

3.4.7. The proposal and approval should be stored electronically in a centralised area.

3.5. Development

3.5.1. If the scale of the project requires, the Dean will set up a project to ensure the organisational changes necessary take place

3.5.2. The Program Manager will hire curriculum writers and engage LED team

3.5.3. Develop the course in accordance with the UTS College Integrated Model of learning and associated guidelines (Course and Assessment Design Guidelines and Integrated Model Guidelines canvas course)

3.5.4. The Program Manager and/or Project Manager will plan the timing of implementation and any transitional arrangements for Sydney and any offshore centres

3.5.5. The Program Manager will manage any changes are to be made as BAU.

3.6. Proposal and Approval of Minor Changes

3.6.1. The Program Manager or Academic Coordinator will create a proposal for a minor change that includes an outline the intended change, the rationale for the change and any mapping to intended learning outcomes. Typically, this would emanate from the continuous improvement register

3.6.2. The proposal is submitted to one of the following committees for approval:

- Minor course changes that impact pedagogy or curricula are endorsed by the Learning and Teaching Committee
- Those that impact the structure/ study plan of a course require Academic Standards Committee endorsement

3.6.3. Summaries of the approved minor changes made along with the rationale should be presented annually to the AB for endorsement and to UTS for Foundation

3.6.4. The proposal and approval should be stored in a centralised database and the automated process for CI updated with approval as per the continuous improvement procedure

3.6.5. The Program Manager will manage approved changes are made to the subject/level.

3.7. Proposal and Approval of Standard Changes

3.7.1. Changes that do not impact the learning objectives or alignment in a subject. The Academic Coordinator will record in the continuous improvement register and approval sought as per the Continuous improvement procedure.

3.8. Course Reviews Diploma and Other Award Courses

3.8.1. Every 5 years a review will be undertaken for all courses. This will include external referencing and follow the TEQSA standard HESF 5.3: Institutional quality assurance Monitoring, Review and Improvement (below) in scope.

3.8.2. The Dean will determine if an external, internal or mix of reviewers should conduct the review.

3.8.3. The Program Manager reviews are informed and supported by the regular review of subjects, student performance reports, learning analytics, ci register, ci action plans and feedback from stakeholders looking at the following areas:

- Alignment of subject learning outcomes across the program in regard to UTS equivalent
- Program design, including program learning outcomes and curriculum alignment (including assessment)
- Best practice learning and teaching in accordance with the UTS College model of learning and (ILM guidelines for academic)
- External factors including accreditation and compliance and the appropriateness of the admission criteria
- Course delivery from all locations benchmarked both external (where possible) and with UTS in regard to student performance
- Mode of delivery.

3.8.4. Check compliance with the HES framework for TEQSA accredited courses.

3.8.5. The Program Manager will identify opportunities for improvement and prepare a report with recommendations and deliver draft report to the Dean for review.

3.8.6. Submit final report with recommendations to the relevant committee (Learning and Teaching Committee or Academic Standards Committee).

3.8.7. The Program Manager will convene CAC with relevant UTS members and external personnel to provide external input on the proposed changes.

3.8.8. Make any necessary adjustments to the proposal and submit to the Academic Board for review and approval.

- If the proposal contains major changes (2) to a course the approval process outlined above for TEQSA, UTS and communication to the organisation should be followed.

3.8.9. The Dean will set up project team for changes across the organisation.

3.8.10. The Program Manager will develop the subject outlines, assessment regime and constructive alignment mapping.

3.8.11. Submit subject outlines and mapping to the LTC.

3.8.12. Submit subject outlines and mapping to the Academic Board.

3.8.13. Make the required changes to the subjects.

3.8.14. The review and approval should be stored in a centralised database.

3.9. Course Reviews and Approval Foundation

3.9.1. Every 5 years a full review of the program review will be undertaken led by the Program Manager.

The review will include the design and content of the program, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students' achievement of learning outcomes, modes of delivery, the changing needs of students and identified risks to the quality of the course of study.
Adherence to Foundation Standards

Review and improvement activities include regular external referencing of the success of student cohorts against comparable courses of study, including:

- a. analyses of progression rates, attrition rates, completion times and rates and, where applicable, comparing distinct locations of delivery
- b. the assessment methods and grading of students' achievement of learning outcomes for selected units of study within courses of study.

3.9.2. The Dean will determine if an external, internal or mix of reviewers should conduct the review.

3.9.3. The Program Manager will collect student performance reports, evidence and documentation of changes made to the course since the last review, benchmarking activities, reports from the annual review of subjects, feedback from students, teachers, and academic coordinators, CI, and action registers.

3.9.4. Check compliance with the National Standards for Foundation Studies programs

3.9.5. Identify opportunities for improvement and prepare report with recommendations

3.9.6. Draft report to be delivered to the Dean of Studies for review

- 3.9.7. The Dean or Program Manager will submit proposal to the UTS
 - 3.9.8. UTS Academic Board / TEQSA (Tertiary Education Quality and Standards Agency)
 - 3.9.9. Submit final report with recommendations to the relevant sub committees (Learning and Teaching Committee and Academic Standards Committee) for endorsement
 - 3.9.10. Program Manager to submit the approved changes to the UTS College Academic Board
 - 3.9.11. If necessary, the Dean will set up a project team for changes across the organisation
 - 3.9.12. Develop the subject outlines, assessment regime and constructive alignment mapping
 - 3.9.13. Program Manager to submit subject outlines and mapping to UTS
 - 3.9.14. Program Manager to submit subject outlines and mapping to the Learning and Teaching committee
 - 3.9.15. Submit the approved subject outlines and mapping to the UTS College Academic Board for endorsement
 - 3.9.16. Make the required changes to the subjects
 - 3.9.17. The review and approval should be stored in a centralised database
- 3.10. Course Reviews and Approvals English Language Program (ELP)
- 3.10.1. Every 5 years a review will be undertaken for all courses. This will include external referencing with both an internal and an external review and follow the TEQSA standard HESF 5.3 and NEAS Quality Assurance Framework led by the Director of Studies, ELP.
 - 3.10.2. The Dean will determine if an external, internal or mix of reviewers should conduct the review
 - 3.10.3. The Director of Studies, ELP Collect student performance reports, evidence and documentation of changes made to the course since the last review (ci register), feedback from students, teachers, and program coordinators
 - 3.10.4. Check compliance with the NEAS quality principles and ESOS standards
 - 3.10.5. Identify opportunities for improvement and prepare a report with recommendations
 - 3.10.6. Draft report to be delivered to the Dean of Studies for review

- 3.10.7. The Director of Studies, ELP to submit final report with recommendations to the relevant committee (either the LTC or ASC)
- 3.10.8. Dean to convene CAC with external personnel to provide external input on the proposed changes
- 3.10.9. The Director of Studies, ELP to make any necessary adjustments to the proposal and submit to the Academic Board
- 3.10.10. Academic Board to review and approved the proposal
- 3.10.11. The Director of Studies, ELP to manage the required changes to the curriculum
- 3.10.12. The review and approval should be stored in a centralised database

3.11. Subject/Level Reviews

- 3.11.1. Throughout the year data from semester reports, student feedback and will be collected analysed and actioned as per Continuous improvement procedure. Action plans will be created and reviewed in the sub committees to monitor implementation and effectiveness. These plans will help inform the course reviews and are led by the Program Manager or the Director of Studies, ELP.
- 3.11.2. Regular reviews (typically 3 years) of all subjects and levels will be undertaken to maintain and enhance the quality of the programs. The review will address the following as a minimum:
 - Adherence to Learning and Teaching best practice guidelines
 - Appropriateness of subject learning outcomes and their alignment with equivalent subject at UTS where applicable
 - Suitability and quality of subject contents and assessment methods
 - Adequacy of student support
 - Student performance and Education analytics
 - Staff and student feedback and actions taken to address this
 - Any identified risks or issues
- 3.11.3. The Program Manager or the Director of Studies, ELP will develop and approve of terms of reference for subject reviews including scope of review, any particular focus, composition of working group, roles, responsibilities, and timeline
- 3.11.4. The Learning Unit Manager will assemble the approved working group to conduct the review.
- 3.11.5. The Working Group will gather the information necessary for the review

- 3.11.6. Conduct the reviews of each subject / level and report findings back to Program Managers/DOS
- 3.11.7. Prepare a report on the proposed changes
- 3.11.8. The Program Manager or the Director of Studies, ELP will present the report to the Learning and Teaching Committee and Academic Standards Committee (if necessary)
- 3.11.9. Changes approved should follow the processes outlined above for implementation
- 3.11.10. The Program Manager or or the Director of Studies, ELP will make the required changes to the subjects / levels
- 3.11.11. The proposal and approval should be stored in a centralised database

4. RESPONSIBILITIES

- 4.1. **Dean** – responsible for overseeing the development, approval and review of all UTS College courses and the delivery of those courses by UTS College and third parties
- 4.2. **UTS College Board** – responsible for approving business cases for course proposals prior to further course development.
- 4.3. **The Executive** – responsible for endorsing the commercial aspects of business cases for course proposals prior to being considered by the UTS College Board.
- 4.4. **Learning and Teaching Committee (LTC)** – responsible for approving minor and endorsing major changes to courses and new courses. Overseeing course reviews and implementing of changes. Monitoring and reviewing learning and teaching practices.
- 4.5. **Courses Advisory Group (CAC)** – contributes expert advice and expertise on the development of courses and adherence to the Higher Education Standards and supports ongoing monitoring and review of courses.
- 4.6. **Academic Board** – is responsible for approving all new courses and major changes to existing courses prior to submission of the course to the accreditation process of TEQSA or other relevant external accrediting authority. Is also responsible for endorsing the recommendations from the review and moderation process of the LTC and ASC and the quality assurance arrangements for all courses offered in all locations and modes of delivery.
- 4.7. **Education Managers** – Responsible for overseeing the development and maintenance of quality curriculum. The monitoring and review of adherence to best practices in pedagogy.
- 4.8. **Transnational Education Quality Manager** – responsible for collecting and analysing feedback from students and teachers in transnational centres, informing the continuous improvement process. Liaising with transnational partners in subject reviews and benchmarking.

- 4.9. **Diploma Program Managers** - responsible for managing the development, approval and review of all their discipline courses/subjects and ensuring compliance with educational standards and best practice pedagogy. Responsible for collaborating with UTS counterparts and external competitors for moderation and benchmarking of courses.
- 4.10. **Program Manager UTS Foundation Studies** - responsible for regular review of all subjects and initiating benchmarking with other Foundation Programs and program reviews with UTS when required. Also, the PM ensures compliance with educational standards and best practice pedagogy.
- 4.11. **Director of Studies (English Language Programs)** - responsible for regular review of all English course materials to ensure adherence to ELICOS standards and best practice pedagogy. Also, responsible for initiating benchmarking with other University English pathway programs and moderation of assessments and examinations delivered through Transnational third parties.
- 4.12. **Academic Standards Committee (ASC)** - responsible for approving changes to entry requirements and modes of delivery. Ensuring compliance with the relevant provisions of the Higher Education Standards Framework (Threshold Standards); the Foundation Program standards; the Australian Qualifications Framework (AQF); and the Education Services for Overseas Students (ESOS) Act and ELICOS.
- 4.13. **Learning Quality Unit Manager** – leading the continuous improvement process and review of subjects and providing expert advice on pedagogy, learning design and curriculum development. Ensuring compliance with the relevant provisions of the Higher Education Standards Framework (Threshold Standards); the Foundation Program standards; the Australian Qualifications Framework (AQF); and the Education Services for Overseas Students (ESOS) Act and ELICOS

5. RELATED DOCUMENTS

UTS College Policies and Procedures

- Assessment Policy and Procedure
- Course Equivalence Policy
- Recognition of Prior Learning Policy and Procedure

UTS College Guidelines

- Course and Assessment Design Guidelines
- Integrated Model Guidelines canvas course
- Learning and Teaching Best Practice Guidelines

Legislation

- Education Services for Overseas Students (ESOS) Act 2000

- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act (TEQSA) 2011
- ELICOS Standards 2018

6. DEFINITIONS

Award Course	A course of study leading to a diploma or certificate of UTS College that is conferred on a student by the UTS College Limited Board
Business Case	Original proposal for a new course or major changes to an existing course.
Course	The sequence of academic subjects that leads to the award of a qualification or a statement of program completion. The sequence of ELT levels that lead to statement of program completion.
Equivalence	Courses are equivalent if they have the same intended learning outcomes and graduate attribute profile.
External Referencing including moderation	A process through which a higher education provider compares an aspect of its operations with an external comparator(s) e.g., comparing the design of a course of study and/or student achievement of learning outcomes with that of a course from another provider.
Formal course proposal	Detailed proposal that is prepared for the Academic Board after the UTS College Board accepts the initial proposal.
Learning Outcomes/Intended Learning outcomes	Learning outcomes express the knowledge and skills a person acquires and is able to demonstrate as a result of learning Both Program Learning Outcomes (PLO's) and Subject Learning outcomes (SLO's)
Level	A 200-hour block of curriculum material for a specific English level
Major Change Two categories	Proposed changes that don't fundamentally change the nature of the course of study to the extent that TEQSA would require accreditation of a new course. Examples include introducing or changing learning outcomes, introducing a new subject or substantial changes to an existing subject. Will require approval by Academic Board and may need UTS approval regarding credit recognition but doesn't require TEQSA approval
1) Not a material/significant change. Doesn't require TEQSA approval	
2) Major change – Material/ significant change – requires TEQSA approval	Material/significant changes include: <ul style="list-style-type: none"> a) substantial variations to course delivery; or b) substantial changes to course nomenclature, duration, entry requirements, outcomes or structure; or c) any other changes that fundamentally change the nature of the course of study to the extent that TEQSA would require accreditation of a new course. For Foundation Studies: changes, whether incremental or at one time, to more than 25% of the total number of course units or subjects from

	the time the Program was last approved by UTS.
Minor Change	<p>Changes that impact the learning objectives or alignment in a subject Examples: Changes to a subject/level such as new topics, updating assessment weightings, types of assessment or changes to subject sequence in a course study plan.</p> <p>Requires approval from the sub-committees of the Academic Board Does not require approval by UTS regarding credit recognition.</p>
New Course	A course that is not currently being offered by UTS College.
Non-award course	English Language Intensive Courses for Overseas Students (ELICOS) programs and UTS Foundation Studies Program
Program	A program is the term used to describe an organizational area of educational specialization or a field of study. It may include a number of courses or a single course with multiple course delivery options
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
Standard Change	<p>Changes that do not impact the learning objectives or alignment in a subject. They should be recorded in the continuous improvement register and approval sought as per the Continuous improvement procedure.</p> <p>Examples include:</p> <ul style="list-style-type: none"> ▪ changing a text but leaving an activity the same, changing a question in an activity discussion, exam, worksheet, adding, removing or changing content in a lesson without affecting overall lesson objectives
Subject	A unit of study within a course
UTS College	UTS College Limited, its representative offices and its controlled entities.

APPROVAL		
Procedure Title	Course Development Approval and Review Procedure	
Procedure ID	PROC/EDUC/06/25	
Procedure Category	Academic	
Procedure Audience	Staff, Students, Affiliates and Third Parties	
Procedure Owner	Learning Quality Unit Manager	
Approval Authority	Academic Board	
Endorsed by	ASC	Date: 24 July 2025
Approved by	Academic Board	Date: 7 August 2025
Next Review Date	6 August 2028	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		July 2022	
1.1	Dean	Include the specified knowledge and skills required of the AQF level and CI process.	17 August 2023
1.2	Learning Quality Unit Manager	Updated approval process to include financial authority to proceed	23 July 2025