
Course and Unit Amendment Policy

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| Policy Custodian: | Dean of Engineering |
| Policy Contact: | Accreditation Manager |
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1.0 Purpose

The purpose of this policy is to articulate the requirements for all EIT Vocational Education and Training (VET) course and/or unit/module amendments.

2.0 Scope

This policy is relevant for EIT academic and administrative staff involved in the review and amendment of EIT VET courses.

As part of EIT's Strategic Planning, all academic offerings are reviewed on a continuous basis to ensure they meet the operational and strategic goals of the EIT. Academic offerings will be reviewed in terms of relevance, demand, quality and deliverability. Courses and modules/units may also come under review due to requests or feedback received from lecturers, students and/or administrative staff.

3.0 Amending a Course

The Dean is required to approve any amendments to EIT Courses, taking into account any of the following areas of policy.

- 3.1 Recommendations from Learning Support Officers, students and industry, and academic staff for amendments to course structures.
- 3.2 If amendments constitute a substantial revision of the structure of the Course, a new Course should be developed, accredited and added to scope, and the existing Course discontinued.
- 3.3 A substantial revision involves changes that would alter the intended outcomes of the course.

- 3.4 All minor and major changes to accredited courses must be submitted to and approved by the accrediting authority e.g. the Training Accreditation Council (TAC) before implementation
- 3.5 Where a Course is being discontinued to bring on a new Course in the same discipline as the discontinued course, and will therefore utilise the same staff, a similar suite of units/modules and be directed towards an established cohort of students, a clear and considered rationale must be provided. It should address the benefits to the EIT of such a restructure, the impact it is likely to have on existing and future student cohorts, and any transition arrangements that will be put into place to move from the old to new versions of the Course.
- 3.6 Substantial revisions should not be achieved through piecemeal cumulative change. An established Course should not expect to undergo a substantial restructure more frequently than at 5 yearly intervals and preferably should occur in response to the development and review process, and the requirement for reaccreditation.
- 3.7 Adequate consideration must be given to the potential effects the amendments to existing Courses may have. The Dean and Learning Support Officers must consult with affected parties to ensure there are no unintended consequences.
- 3.8 The Dean is responsible for ensuring that students are not disadvantaged, or any disadvantage is minimised, by amendments to Courses.

4.0 Amending a Unit or Module

The Dean is required to approve any amendments to EIT modules/units taking into account the following areas of policy:

- 4.1 Where a module/unit is a core module/unit or a specified elective in any Course, adequate consideration must be given to the potential effects the amendments may have. The institute must consult with affected parties to ensure there are no unintended consequences.
- 4.2 The Dean is responsible for the preparation of a summary list of all amended module/units
- 4.3 All minor and major changes to modules or units within accredited courses must be submitted to and approved by the accrediting authority e.g. the Training Accreditation Council (TAC) before implementation.

5.0 Definitions

Amendment: A change to a Course or Unit/Module offered by the Institute.

Course: A coherent combination of units/modules approved by Academic Board that leads to a particular qualification.

Unit/Module: A unit/module is the basic component of study, normally completed over a period of a single teaching period. A combination of required units/modules (i.e. core units plus specified elective units) and general elective units make up a Course.

6.0 Related Documents

- Course and Unit Discontinuation Policy