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La Trobe Melbourne

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# Course Development Policy

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## 1. Overview

La Trobe Melbourne is committed to ensuring it is responsive to market and industry demand and to this end, periodically reviews its suite of course offerings.

## 2. Concept Paper

If a new course opportunity is identified, a concept paper is developed for consideration by the senior management team in the first instance. In considering the concept paper, senior management takes into account:

- alignment with the La Trobe Melbourne Mission and Strategic Plan;
- industry and market demand; and
- physical and human resources required to develop and offer the course.

## 3. Discussion with University Partner

If the concept paper is received favourably, a discussion is initiated with senior staff at the partner university to establish:

- level of support at senior level to the course;
- alignment with the University's strategic direction;
- potential articulation pathways; and
- availability of discipline-specific expertise to assist with development.

## 4. Course Development

If the concept is received favourably by the partner University, a process is initiated by the La Trobe Melbourne Academic Director which engages relevant University faculty staff and professional body representatives to develop a course proposal which:

- utilises curriculum developed by the partner university, which La Trobe Melbourne is licensed to use under the La Melbourne Agreement between Navitas Bundoora Pty Ltd trading as La Trobe Melbourne and La Trobe University;
- ensures a coherent body of discipline knowledge which delivers learning outcomes matching AQF descriptors for an award at that level;
- meets all other criteria established by the AQF including duration, workload, admission requirements;
- ensures learning outcomes comparable to that of an Australian university offering at that level;
- identifies an articulation pathway to relevant university degree courses; and
- identifies physical and human resources required to deliver the course;

## 5. Notification and Approval Process

The detailed course proposal is then sent to the La Trobe Melbourne Academic Board for consideration and approval, before being submitted to TEQSA. The La Trobe Melbourne Academic Board has delegated authority to oversee the academic quality assurance of La Trobe Melbourne programs delivered by La Trobe Melbourne and La Trobe University Sydney Campus (Diplomas and Foundation Studies). As stated in the terms of reference, the key areas of responsibility of

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the Board are the approval of new programs; the approval of major changes to existing programs; the noting of minor changes to existing programs and oversight of academic quality.

The Academic Board informs the Joint Management Committee of the Board's approval of the proposal and subsequent submission to TEQSA.

The Joint Management Committee has a threefold purpose to a) oversee the management of the relationship between Navitas and La Trobe University; b) provides a forum for dialogue and a vehicle for advancing the mutual interest of the parties through strategic planning initiatives and the development of synergistic relationships; and c) oversee and provide a forum for discussion on operational matters related to La Trobe Melbourne and La Trobe University Sydney Campus.

La Trobe University	La Trobe Melbourne	TEQSA
	1. Identification and consideration of a new course by senior management team.	
	2. Concept discussions between Academic Director and senior management from the relevant university Faculty.	
	3. Establishment of Course Development Committee and development of full course proposal for consideration.	
	4. La Trobe Melbourne Academic Board approval.	
5. La Trobe Melbourne-La Trobe University Joint Management Committee notification of Academic Board approval and submission to TEQSA.		5. TEQSA accreditation process.

# Course Development Policy

<b>Policy Title</b>	Course Development Policy	
<b>Policy Owners</b>	College Director and Principal	
<b>Contact Persons</b>		
<b>Key Stakeholders</b>	LTM Academic Board; LTM-LTU Joint Management Committee; Course Advisory Committees	
<b>Approval Body</b>	Joint Management Committee	<b>Agenda item 5</b>  <b>Approved on 31 August 2011</b>
	LTM Executive Committee	13 April 2015
	<b>Reviewed</b>	1 April 2015
<b>Relevant Legislation</b>		
<b>Related Policies</b>		
<b>Related Guidelines</b>		
<b>File information</b>		<b>Version number</b> V1.1
<b>Date Effective</b>	1 April 2015	<b>Next Review Date</b> 1 April 2016