

POLICY A4.2

COURSE AND UNIT LIFECYCLE

1.0 INTRODUCTION

1.1 Context

The AIM Business School (ABS) is a nationally accredited higher education provider offering postgraduate qualifications. ABS aims to provide courses which are of high standard to facilitate students to achieve graduate qualities that equip them for their chosen careers.

1.2 Purpose

The purpose of this policy is to outline the principles and responsibilities which govern the ABS course and unit lifecycle of development, approval, review, discontinuation and teach-out.

1.3 Scope

This policy applies to all ABS courses and units delivered by ABS and third-parties, and to ABS and third-party staff (where relevant) involved in the development, approval, review and improvement, and, where required, discontinuation and teach-out of courses.

1.4 Scope Exceptions

Excludes non-accredited programs.

2.0 RESPONSIBILITIES

1. All ABS staff and third-party staff involved in the development, approval, review and improvement, discontinuation and teach-out of ABS courses and units are responsible to comply with this policy.
2. Specific responsibilities are provided in the Course and Unit Lifecycle Procedure.

3.0 POLICY

3.1 Principles

1. ABS courses and units are designed to be consistently of high standard, aligning learning activities, assessment tasks and graduate qualities to construct and develop learning outcomes that equip students for their chosen career.

2. ABS courses and units are consistent with the requirements of the Australian Qualifications Framework.
3. ABS courses and units are consistent with the Higher Education Standards Framework, specifically section 1.4 Learning Outcomes and Assessment and section 3.1 Course Design of Higher Education Standard Framework (Threshold Standards) 2021, TEQSA.
4. ABS courses and units are regularly reviewed through feedback from students and staff, external consultation with experts and industry, and benchmarking with other higher education providers, and reflect the Higher Education Standards 2021, particularly standard 5.3 Monitoring, Review and Improvement.
5. The delivery of ABS courses and units is consistent with the course and units as approved, irrespective of mode, where they are delivered, and if they are delivered by ABS or a third-party.
6. ABS courses and units are operationally efficient and viable.
7. Teach-out of discontinued ABS courses will not unreasonably disadvantage students, who will be supported throughout the teach-out and any transition to another course.

4.0 DEFINITIONS

- **Course** - a program of study consisting of units.
- **Course and Unit Lifecycle** - the lifecycle of developing, approving, delivering, reviewing and discontinuing a course and/or unit.
- **Student** - Refers to domestic and international ABS students.
- **Teach-out** - is the process of helping students complete a course when it is no longer to be offered. The objective and process of teach-out is to help students complete their current studies or transition to another course with minimum disruption, and to ensure that they are not disadvantaged in their current studies.
- **Unit**- a discrete component of a course, also referred to as 'subject' in some education environments.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- [Australian Qualifications Framework](#)
- [Higher Education Standards Framework \(2021\)](#)
- Course and Unit Lifecycle Procedure
- Teach out and Transition Policy and Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director, ABS
Status	Reviewed on May 2024
Approval Authority	ABS Academic Board
Date of Approval	25 June 2024
Effective Date	2 July 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	May 2027
Content Enquiries	Sabina Cerimagic - Executive Director, ABS Email: sabina.cerimagic@aimbusinessschool.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A4.0	22 June 2021	Academic Board	New title - Course and Unit Lifecycle. Policy and Procedure separated. Context, Purpose and Scope updated. Responsibilities added.
A4.1	10 March 2023	Head of Compliance	Minor administrative change: update to staffing titles
A4.2	25 June 2024	Executive Director	No changes required- minor corrections only Exclusion of scope for unaccredited courses.