

Content Changes Policy

Purpose

The purpose of this document is to set out the College's policy for approving proposed changes to existing course content for Australian award programs.

Applicability

This policy applies to the Teaching, Learning and Design Directorate, the Group Course Committee, the Academic Board, Program Directors and College academics.

Definitions

"Major Change" means a change involving:

- a) Subject and program learning outcomes: any significant modification to the learning outcomes that shifts the focus or purpose of the subject or program, or involves markedly different graduate attributes;
- b) Assessment methods and weighting: introducing new major assessment methods or removing existing ones and changing weightings, especially those that contribute a significant portion of the final grade;
- c) Delivery mode and scheduling: changes or blending face-to-face and online delivery, major timetable changes;
- d) Adoption and deployment of a significant new learning technology;
- e) Change of notional learning hours;
- f) Change of name of award;
- g) Addition or removal of core subjects;
- h) Change of qualification level;
- i) Entry requirements and prerequisites;
- j) Award course suspension; and/or
- k) Award course closure.

"Minor Change" means a change that is not a Major Change. Examples of Minor Changes are:

- a) Maintenance of resources, fact patterns or case studies for currency, rotation, variety, multimodality and improved clarity;
- b) Introducing, updating or removing optional resources;
- c) Adoption of new Canvas features;
- d) Redesign of Canvas template;
- e) Minor amendments to weighting of assessments;

"Program Directors" means:

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- a) Head of Postgraduate Programs (Applied Law Program, Master of Legal Business, Family Dispute Resolution Practice Program, Family Dispute Resolution Practice Program, Mediation Program);
 - b) Head of Short Courses (LPMC NSW, Face-to-face CPD (AU), Online CPD (AU));
 - c) Director, International Relations and Development (COL-Asia LLM, COL-Asia CPD);
 - d) Executive Director, ACT (Practical Legal Training Australian Capital Territory);
 - e) Executive Director, Practical Legal Training NSW (Practical Legal Training NSW, Practical Legal Training Northern Territory);
 - f) Executive Director, Qld (Practical Legal Training Qld, LPMC Qld);
 - g) Executive Director, Victoria (Practical Legal Training Victoria, LPMC Victoria);
 - h) Executive Director, SA (Practical Legal Training South Australia);
 - i) Executive Director, WA (Practical Legal Training WA , LPMC WA); and
 - j) Chief Academic Officer, New Zealand (NZ LLM).
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Excluded changes “Excluded change” means a change that is excluded from Major Changes and Minor Changes, specifically:

- a) Correcting obvious errors in content and instructions; and
- b) Legislative updates that are routine, obvious or straightforward.

These changes are applied by Teaching, Learning and Design as part of regular content maintenance.

Urgent Major Changes

Urgent Major Changes may be approved by the Chief Academic Officer. The Chief Academic Officer will report any changes they approve to the Academic Board.

A record of urgent Major Changes will be maintained by Academic Secretary.

Approval and recording of Minor Changes

Minor Changes require the approval of the Program Director for each relevant program. Dependent on the type of Minor Change, relevant stakeholders may be consulted to provide advice to the Program Director/s.

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Changes require the approval of the Chief Academic Officer in cases where they affect multiple Programs and are not unanimously agreed upon by those Program Directors.

A record of Minor Changes will be maintained by the Director of the Teaching, Learning and Design Directorate.

Approval and recording of Major Changes

Major Changes require the endorsement of the Academic Board and approval of the Board of Governors on recommendation of:

- the Course Approval Panel for Major Changes leading to accreditation as a new course, or
- the Group Course Committee for all other Major Changes.

For guidance on whether a change leads to accreditation as a new course, see TEQSA's *Guidance note: Changes in a course of study that may lead to accreditation as a new course* at <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-changes-course-study-may-lead-accreditation-new-course>

A record of Major Changes will be maintained by the Director of the Teaching, Learning and Design Directorate.

In appropriate cases, the Academic Secretary will report a Major Change to TEQSA.

Scholarship to inform change approval

Proposals for Major Changes are to be supported by relevant data and scholarship in the areas of:

- (a) Law and professional practice; and
- (b) Teaching and learning.

The relevant approver will evaluate proposals, considering the use of data and scholarship, to ensure a strong evidence-based decision for the proposed change.

Award course suspension

When an award course (or course offering) is closed to new admissions for a given academic year, it is considered to be suspended for that year. A suspended course can be reopened to new admissions.

Where an award course is suspended, an effective transition plan will be implemented to ensure enrolled students are not disadvantaged.

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If an award course has been suspended for 24 months, it will be recommended to the Academic Board that the suspended course be closed.

Award course closure

The Academic Board may approve closure of an award course (or course offering) including the effective date from when the course will be closed to new admissions.

Where an award course is closed, effective teach-out plans will be implemented to ensure enrolled students are not disadvantaged.

A closed award course cannot be reopened. A Course Approval Panel must instead approve a closed award course as a new course for it to be recommended.

Related policies

Content Changes Approval Workflow Procedure
Course Approval Panel Policy

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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