

## Content Changes Procedure

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**Purpose** This document outlines the procedure for approving and implementing proposed changes to existing course content for Australian award programs in alignment with the Content Changes Policy.

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**Applicability** This procedure applies to the Teaching, Learning and Design Directorate, the Academic Board, Executive Directors and College academics.

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**Definition** “Program Structure” means Attachment A in the Course Accreditation Template, which provides the course structure, as specified in the Course Approval Panel Policy.

“Subject Outline” means Attachment B in the Course Accreditation Template, which provides the subject outline, as specified in the Course Approval Panel Policy.

“Content Changes Register” means the centralised record of all requested and approved changes under this procedure. It is currently located on [SharePoint](#).

“Course Stream and Subject Register” means the centralised record that stores all Attachments A and B for all subjects across all award programs. It is currently located on [SharePoint](#).

“Excluded Change”: Please refer to the definition in the Content Changes Policy.

“Major Change”: Please refer to the definition in the Content Changes Policy.

“Minor Change”: Please refer to the definition in the Content Changes Policy.

“Executive Director”: Please refer to the definition in the Content Changes Policy.

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“TLD” means Teaching, Learning and Design Directorate.

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## Major Change

Approval and implementation of a Major Change requires the following steps:

- The requester must submit the proposed change in writing to the relevant Executive Director/s.
- The relevant Executive Director/s must notify TLD of a proposed change.
- The relevant Executive Director/s must review the change, consulting with the requester, TLD and any relevant stakeholders, and provide supporting documentation and comments to TLD, including confirmation of how they reviewed the change and the stakeholders consulted. This should be submitted in writing and completed within 1 month.
- TLD must submit the proposed change as a new entry in the Content Change Register.
  1. For non-urgent requests:
    - TLD must inform the Academic Secretary of any need to convene a Course Approval Panel meeting to review the change.
    - The Chief Academic Officer must convene a Course Approval Panel as provided in the Content Changes Policy, with the relevant Executive Director/s in attendance. This should be completed within 3 weeks.
      - a. The Course Approval Panel must advise on the change. This should be completed within 2 weeks.
      - b. The Academic Secretary must submit minutes of the Course Approval Panel making a recommendation to the Academic Board. This should be completed within 2 weeks.
      - c. If a Course Approval Panel meeting was convened, the Academic Board must endorse or advise on the change. This should be completed at the next Academic Board meeting.
    - The Board of Governors must then approve, reject or modify the change. This should be completed at the next Board of Governors meeting. For Major Changes that do not lead to accreditation as a new course, TLD must refer the change to the Chief Academic Officer of their delegate who must approve, reject or modify the change. Any approvals are to be reported to the Academic Board for

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endorsement. This should be completed at the next Academic Board meeting.

- For urgent requests:
- a. TLD must refer the request to the Chief Academic Officer or their delegate.
  - b. The Chief Academic Officer or delegate must approve, reject or modify the change. This should be completed within 2 weeks.
  - c. The TLD Director must report the change to the next meeting of the Academic Board.
- The Academic Secretary must send a copy of any relevant approved resolution to TLD to update the approval status in the Content Changes Register. This should be completed within 1 week.
- 4. If approved, TLD must implement the change. This should be completed within 4 weeks.
  - The Executive Director/s must review and approve the change as implemented by confirming their approval with TLD in writing. This should be completed within 1 week.
  - TLD must add an updated Program Structure and Subject Outline as required to the Course Stream and Subject Register. This should be completed within 1 week.
- 5. The Academic Secretary must report the change to TEQSA, if required.

### Minor Change

Approval and implementation of a Minor Change requires the following steps:

- The requester must submit the proposed change to the relevant Executive Director/s.
- The relevant Executive Director/s or delegate must notify TLD of the proposed change.
- The relevant Executive Director/s or delegate must review the proposed change, consulting with the requester, TLD and any relevant stakeholders, and provide all supporting documentation and comments to TLD including confirmation of how they reviewed the change and the stakeholders consulted. This should be submitted in writing and completed within 2 weeks of receiving the proposed change from the requester.

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- TLD must submit the proposed change as a new entry in the Content Change Register.
  - The Executive Director/s must approve, reject or suggest modifications to the change in writing to TLD. The Executive Director/s may create a stakeholder consultation group if required and seek recommendation from the group. This should be completed within 3 weeks of the entry being added to the Content Change Register.
  - If the change requires approval from multiple Executive Directors and the decision is not unanimous, TLD must request approval from the Chief Academic Officer or delegate, providing supporting documentation from the Executive Director/s. The Chief Academic Officer or delegate must approve, reject or modify the change in writing to TLD. This should be completed within 2 weeks of the approval request.
1. If approved, TLD must implement the change. This should be completed within 4 weeks of the approval.
    - The Executive Director/s or delegate must review the implemented change and advise TLD in writing within 1 week as to whether or not they approve the change as implemented. If the Executive Director/s does not approve the change as implemented, then the Executive Director/s or delegate must submit any proposed change to TLD within a further week.
  - TLD must add any updated Subject Outline to the Course Stream and Subject Register. This should be completed within 1 week.

**Excluded Change** To implement an Excluded Change, the requester must email detailed instructions to TLD via [development@collaw.edu.au](mailto:development@collaw.edu.au). TLD will then action the change.

**Classification of change** The requester may seek clarification from TLD on the classification of a change.

**Related Documents**

- Content Changes Policy
- Course Approval Panel Policy

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