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# Course and Subject Development and Review Policy

## Introduction

To sustain a quality student learning experience, Kaplan's Australia Higher Education Providers (HEP's) and their related academic entities are required to conduct regular reviews of their courses inclusive of the individual subjects that make up a course. The reviews ensure Kaplan's course offerings are consistent with current employment outcomes, meet professional and regulatory requirements, are aligned with good academic practice and are delivered at the appropriate Australian Qualifications Framework (AQF) level.

## Scope

This policy applies to Kaplan Business School Pty Ltd (hereby referred to as "Kaplan").

## Purpose

This policy outlines the minimum standards to be met when developing and reviewing all higher education subjects and courses within Kaplan Business School. It aims to assure and enhance the quality and relevance of Kaplan's higher education academic programs by establishing a robust review process for all award courses.

## Definitions

**Development** – the design and creation of new subjects and/or courses.

**Review** – the formal evaluation and assessment of an existing subject and/or course.

**Curricula Management Documentation** – refers to the course documentation which outline information about how the course will be delivered and managed, such as the course rationale and analysis, course learning outcomes mapping, course content and structure, subject outlines, assessment information and course-related transition arrangements and/or implementation reports.

## Policy Principles

Kaplan's higher education subjects and courses:

- meet regulatory requirements and standards including the Australian Higher Education Standards Framework 2015 and the Australian Qualifications Framework (AQF);
- reflect principles of good practice in design and review, including the "Kaplan Way Principles of Subject Design";
- reflect best teaching and learning practices;
- are aligned to Kaplan's Graduate Attributes and relevant learning outcomes;
- are supported by appropriate administrative, physical and technological resources,

- are aligned with Kaplan's Teaching and Learning Plan;
- meet relevant accreditation requirements including that of relevant industry and professional bodies.

## Development Standards

All Kaplan higher education course and subject development projects will:

- complete the applicable Curricula Management Documentation;
- be monitored and records maintained to ensure Kaplan meets its regulatory obligations;
- engage external academic and industry experts to review and provide feedback in relation to substantial course-level reviews.

### ***Course Development***

Course Advisory Committees (CAC) and Course Development Panels (CDP) will undertake their functions as outlined in the *Academic Quality and Governance Framework* available on the website, currently at: <https://www.kbs.edu.au/current-students/school-policies/>.

### ***Subject Development***

Where a single subject is developed separate to the course development process, the following must occur:

- the subject must be reviewed holistically with regard to the relevant course learning outcomes;
- the relevant Curricula Management Documentation is updated to reflect the proposed subject's introduction to the course;
- the updated Curricula Management Documentation is reviewed and endorsed by the Teaching and Learning Committee (T&LC).

## Review Standards

1. Changes to a course or subject during an accreditation period must be monitored and records maintained by Kaplan to ensure it meets its regulatory obligations.
2. Course and/or subject delivery data must be used to inform decisions and changes made.
3. Kaplan must develop, maintain and provide to the Academic Board a "Review Schedule".
4. Kaplan must maintain a "Register" of all course and subject changes.

### ***Course Review***

- Kaplan's higher education courses are reviewed at least once every seven (7) years during the course (re)accreditation period (i.e. before the accreditation expiry date).
- All course reviews must be holistic and engage external academic and industry experts to review and provide feedback regarding the proposed revisions.
- The CAC's composition must be consistent with the terms in the Academic Quality and

#### Governance Framework.

- The course review is to be supported by a Course Advisory Committee (CAC) report, which is provided to the Academic Board for review and endorsement.
- Records of the course review process must be maintained by Kaplan, together with evidence, such as Curricula Management Documentation, data relating to the effectiveness of changes, etc.

#### Subject Review

- Kaplan’s higher education subjects are reviewed at least every two (2) years.
- Subject review documentation is maintained by Kaplan and reported to the Teaching and Learning Committee (T&LC).
- Where a single subject is reviewed separate to the course review process, the subject must be reviewed holistically with the relevant course(s).

### Version Control and Accountable Officer(s)

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>PolicyCategory</b>		Academic		
<b>Responsible Officer</b>		Vice President, Academic		
<b>Implementation Officer(s)</b>		Academic Dean or equivalent		
<b>Review Date</b>		September 2022		
<b>Approved by</b>		VP, Academic on behalf of the Academic Board		
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Academic Quality & Governance Team	New Policy supercedes the Curricula Development Policy.	1.03.2017	16.03.2017
2.0	Quality, Regulations and Standards Team in collaboration with Kaplan Business School, Academic Team	Removed attachments and references to them - Since this policy was approved in March 2017, KBS has developed comprehensive course and subject review processes that have been considered and approved by the Academic Board. Attachments 1,2 and 3 are no longer accurate. Additionally, they provide a process level of detail that is unnecessary on a high-level policy.  Minor wording changes and reorganised information to improve accuracy and clarity, and to align with current processes and terminology.  Minor wording changes to improve specificity to Kaplan Business School.	04.09.2019	09.09.2019