

Credit Point and Student Workload Policy

Scope

This policy is applicable to the Kaplan Business School Pty Ltd, (KBS). The Credit Point and Student Workload Policy applies to all higher education approved subjects and courses issued under KBS.

Purpose

This policy sets out the approach to be followed when determining the credit point value and student workload allocation for KBS subjects and courses.

Definitions

Term	Definition
Credit Point Value	The number of credit points required to successfully complete a subject or course. In the case of subject credit points, they are also known as 'unit value.'
Learning Activity	A learning activity may include: pre-lecture weeks' reading; participation in lectures and tutorials; participation in laboratory sessions; online learning activities; research; work on individual and team projects; writing essays; problem-solving and project work; individual consultation; preparation for tests and examinations; and taking tests and examinations.
Workload	The minimum number of hours an average student needs to allocate to learning activities to enable successful achievement of the learning objectives of that subject or course.

Policy Statements

Credit Point Value

KBS assigns credit point value to each higher education subject and course. Credit point values vary across Kaplan providers and courses with the standard credit point value of a subject being three (3), four (4) or six (6) points. Any variation to these credit points must be submitted to the Academic Board.

Workload

The full time work load for a study period varies from 12 to 24 credit points depending on the course. KBS determines and communicates the workload students are expected to undertake. Generally, a full time student's annual workload can be calculated as follows:

$$\text{Annual Student workload (in credit points)} = \frac{\text{Course credit point total}}{\text{Course's length of study in years.}}$$

Version Control and accountable officers

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

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean or equivalent			
Review Date	March 2019			
Approved by				
KBS Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
2	Academic Quality and Governance Team	Policy retitled to better reflect policy scope and KBS's approach to credit points and student workload clarified and aligned to Kaplan businesses.	02.03.2016	17.03.2016