

# Credit Point & 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

### **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:

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

Similarly, a full time student's expected workload for each study period can be calculated as follows:

$$\frac{\text{Annual Student workload (in credit points)}}{\text{Number of Study periods (6 in the case of Kaplan)}}$$

## Version Control and accountable officers

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

<b>Policy Category</b>	Academic
<b>Responsible Officer</b>	Vice President, Academic
<b>Implementation Officer</b>	Academic Dean
<b>Review Date</b>	March 2019
<b>Approved by</b>	KBS Academic Board

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
2.0	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