

New Program Development (GC)



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Document

Document Name	New Program Development (GC)
Brief Description	Griffith College is committed to ensuring it is responsive to market and industry demand and to this end, periodically reviews its suite of program offerings. This Policy outlines the process for new program development.
Responsibility	College Director and Principal
Initial Issue Date	09/04/2008
Authorising Body	Academic Board

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
7/03/2023	7	Incorporated external assessment in review process prior to seeking full approval	College Director and Principal

Related Documents

Name	Location
Quality Assurance of Programs Policy	Policy HUB
Program Review and Approval Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This New Program Development Policy sets out the approach of Griffith College relating to the management of the development of new programs.

1.2 Purpose

The purpose of this Policy is to ensure Griffith College is responsive to market and industry demand and to this end, periodically reviews its suite of program offerings.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's Quality Assurance of Programs Policy.

2 Policy Statement

Ongoing quality assurance of programs is managed through internal and external processes outlined in the [Quality Assurance of Programs Policy](#).

2.1 Concept Paper

If a new program opportunity is identified, a concept paper is developed for consideration by the College's Management Committee in the first instance. It is also quite common for a new program opportunity to be initiated by the University.

In considering the concept paper, Management Committee takes into account:

- alignment with the College Mission and Strategic Plan;
- industry and market demand;
- physical and human resources required to develop and offer the program.

2.2 Discussion with University Partner

If the concept paper is received favourably, a discussion is initiated with senior staff at Griffith University, to establish:

- level of support at senior level to the program;
- alignment with the University's strategic direction;
- potential articulation pathways;
- availability of discipline-specific expertise to assist in development.

2.3 Program Development

If the concept is received favourably by Griffith University, a process is initiated by Griffith College academic staff which engages relevant University faculty staff, industry and professional body representatives to develop a program proposal which:

- utilises curriculum developed by the partner University, which Griffith College is licensed to use under the Griffith University / Griffith College Agreement;
- ensures a coherent body of discipline knowledge which delivers learning outcomes matching AQF descriptors for an award at that level;
- meets all other criteria established by the AQF including duration, workload, admission requirements;
- ensures learning outcomes comparable to that of an Australian university offering at that level;
- identifies an articulation pathway to relevant University degree programs;
- identifies physical and human resources required to deliver the program;
- provides a forecast of estimated enrolments over a 3 year period; and
- adheres to criteria identified in the Higher Education Standards Framework, as approved by the Tertiary Education Quality and Standards Agency.

2.4 Approval Processes

The detailed Program Proposal follows an approval process as outlined in the table below.

1. University	2. Griffith College
Concept Paper considered by Academic Provost, relevant Group PVC and Dean (L&T)	Identification and consideration of new program concept by Management Committee
	Development of program structure with relevant University Program Director. Prepare credit grid in consultation with the University's Credit Office. Consult with experienced professionals engaged in industry and/ or professional body comment.
Full program proposal sent to Dean (L&T) for approval. The following parties must be included in the communication: - Secretary, Programs Cttee - Manager, GU Credit Office - Group Program Partner	Full program proposal (as part of accreditation application) sent to independent expert to assess against Higher Education Standards (2021). Any recommendations will be used to inform the Academic Board of improvements requiring attention prior to approval.
Full program proposal sent to Programs Committee for approval.	Full program proposal sent to Academic Board for approval.

3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC	DMA	All
Maintain currency of policy	A		C	R	C				C	I
Liaise with University stakeholders to develop program proposal/resources and staffing	C		S	R			A			
Seek Industry feedback on proposal				R		C	A	I	I	
Ensure all approvals are received through Governing Bodies and University for submitting to TEQSA	A	I	R	S	I	C	R	R	I	I
Update Program Approval Register			R							
<p>CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>										

4 Compliance

4.1 General

The College Director and Principal will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website an digital campus.

4.2 Relevant Legislation

Higher Education Standards Framework 2021 (Threshold Standards): 5.1 and 3.1

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive