

Program Changes Policy (GC)



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ABN 38 076 195 027

Document

Document Name	Program Changes Policy (GC)
Brief Description	The purpose of this Policy is to ensure the continuous improvement of Griffith College programs in response to the ongoing monitoring of academic outcomes, industry needs and new approaches to teaching and learning.
Responsibility	College Director and Principal
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Authorising Body	Academic Board

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
09.06.2022	10	Corrected typo to sub-heading 2.3.1	College Director and Principal

Related Documents

Name	Location
Program Approval and Review Policy	Policy Hub

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1. Purpose and Scope

1.1. Introduction

Griffith College is committed to ensuring the continuous improvement of its programs in response to the ongoing monitoring of academic outcomes, industry needs and new approaches to teaching and learning. This Program Changes Policy sets out the approach of Griffith College relating to the management of program changes.

1.2. Purpose

The purpose of this Policy is to ensure the continuous improvement of Griffith College programs in response to the ongoing monitoring of academic outcomes, industry needs and new approaches to teaching and learning.

1.3. Scope

Implementation of any program change requires approval, with the approving authority dependent upon whether the modification is major or minor. Initial consultation with the Tertiary Education Quality and Standards Agency (TEQSA) may assist in determining whether the change is material or otherwise. The Material Change Notification Policy outlines the circumstances in which providers are required to notify TEQSA of material changes and the method for notification.

2. Policy Statement

2.1. Major Program Change

2.1.1. Definition of a Major Program Change

A major program change can consist of any of the following:

- changes which impact on more than 50% of the total number of courses within a program over the period of accreditation;
- contracting with another entity to deliver a significant proportion of the program;
- major alterations to teaching premises or changes in location.
- changes to titles of program
- a notable reduction in overall duration; or
- the introduction of new majors or specialisations

2.1.2. Initiation of a Major Program Change

A major program change is initiated in the main as a result of:

- program review leading up to a re-accreditation process through the Tertiary Education Quality and Standards Agency (TEQSA);
- changes to the related degree program offered by the partner university as a result of its ongoing quality assurance processes;
- outcomes of evaluation processes;
- industry feedback received via the academic governance structure.

2.1.3. Approval Process for a Major Program Change

The major change follows an approval process through three different bodies: Griffith University, Griffith College and the Tertiary Education Quality and Standards Agency.

Griffith University	Griffith College	Tertiary Education Quality and Standards Agency (TEQSA)
Program Director and/ or Dean (L&T) notifies College of changes to a Bachelor that impacts upon College program/s	Major program change process initiated by the Academic Director in consultation with the relevant Program Convenor.	
	Development of program structure with relevant University Program Director. Prepare credit grid in consultation with the University's Credit Office.	
Proposal for major change considered and approved by relevant Dean (L&T)	Major change proposal considered by relevant Program Advisory Committee, for revision/ recommendation to Academic Board for approval.	
Send to University Programs Committee for approval.	Consideration by Academic Board for approval. Once approved by Academic Board, and Programs Committee, change can be implemented. <i>NB: While not an official approval, it is best practice to wait 30 days after submission to TEQSA, to ensure any adverse feedback is known before implementation.</i>	
		If approved by Academic Board and Programs Committee, Material Change notification to TEQSA.

2.2. Minor Program Change

2.2.1. Definition of A Minor Program Change

A minor program change is one which impacts on less than 50% of courses within a program over the period of accreditation. Cumulative changes over the period of accreditation can result in a major change.

2.2.2. Approval Process for Minor Program Changes

The minor change follows an approval process through two different bodies: Griffith University and Griffith College. Minor changes are not required to be notified to TEQSA.	Griffith College
University Program Director notifies College of changes to a Bachelor that impacts on College program/s	Minor program change proposal prepared by Academic Director
Proposal for minor change approved by Dean (L&T)	Minor change proposal approved by relevant Program Advisory Committee.
Minor change noted by Programs Committee.	Minor change noted by Academic Board

2.3. Applications for the Renewal of a Program Accreditation

2.3.1. Timing of a Renewal of a Program Accreditation

Accreditation of each Diploma and Associate Degree program must be renewed every five to seven years in accordance with the expiry dates set by TEQSA.

2.3.2. Definition of a Renewal of a Program Accreditation

The following process relates to renewals of accreditation that do not include major changes to the program structure. Where there are major changes included, the renewal of accreditation will undergo the more rigorous Major Change Process above.

2.3.3. Definition of Program Renewal requiring New Program Accreditation

Where the design and delivery of a course is changed fundamentally and such changes to its design and delivery are claimed to engender markedly different graduate capabilities; and or changes to meet new community expectations. Refer to the [Program Approval and Review Policy](#) Table.

Griffith University	Griffith College
	Applications for renewal of program accreditation to be complied by the Griffith College Manager, Quality & Compliance and the Griffith College Academic Director.
Applications for renewal of program accreditation approved by relevant Dean (L&T)	Applications for renewal of program accreditation considered by relevant Program Advisory Committee, for revision/recommendation to Academic Board.
Submissions noted by Programs Committee	Academic Board endorses the submission for renewal of program accreditation.

3. Responsibilities

Responsibility	CDP	QCM	AD	DSAS	PC	AB	DMA	All
Maintain currency of policy	A	C	R					
Review program change as minor or major and complete appropriate documentation for governance review and approval	A	C	R	I	R	I	I	I
Seek appropriate University partner approvals or endorsements	A	S	R		S	I		I
Once approvals received communicate change to key stakeholders (TEQSA if relevant, College staff, University Programs Committee (noting))	A	R	I	I	I	I	I	I
<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 Convener</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>								

4. Compliance

4.1. General

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

Staff will be made aware of this Policy through the College website, digital campus, communication from Student and Academic Services/Compliance.

4.2. Relevant Legislation

Higher Education Standards Framework (2021)

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	College Director & Principal	Policy Hub	Permanently with control in place for revisions	Policy Hub archive