

# Structure and Requirements of Griffith College Awards



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ABN 38 076 195 027

## Document

<b>Document Name</b>	Structure and Requirements of Griffith College Awards (GC)
<b>Brief Description</b>	This Document outlines the structure and requirements of Griffith College Awards. Key points contained in this document include program requirements, award level, program standard length, standard annual academic load, program mode of offering, core courses for enhancing English language, award nomenclature and award academic plan and recognition of prior learning.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	08/10/2009
<b>Authorising Body</b>	Academic Board

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08.12.2021	5	08.12.2021 Updated to include HESA publication requirements of Census Date and also responsibilities table, compliance and review of information	Academic Director

## Related Documents

Name	Location
Program Changes Policy	<a href="#">Policy HUB</a>
Recognition of Prior Learning Policy	<a href="#">Policy HUB</a>
Academic Calendar Policy	<a href="#">Policy Hub</a>

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## 1 Purpose and Scope

The purpose of this document is to outline the structure and requirements of Griffith College Awards.

## 2 Document Contents

### 2.1 Definitions

**Program** - A program is an approved course of study leading to an award of Griffith College (the College). A student is admitted to a program, undertakes study while enrolled in that program, and on successful completion of all program requirements is awarded the degree to which the program relates.

**Course** - A course is a unit of academic work, normally undertaken over a single Trimester. The student enrolls, and on completion of the academic work is awarded a grade, such grades appearing on the student's academic record.

**Core courses** - Core courses are those which are identified as mandatory for the award or specialisation.

**Elective Courses** - All Griffith College elective courses are referred to as 'listed' electives. Listed electives are a set of courses specified in the requirements of a program or an academic plan from which students are required to choose a specified number to fulfil the requirements of the program or specialisation.

**Stream (used at the Foundation level)** - A stream is a set of courses within a program which develop a particular academic theme and are mandatory for certain pathway options.

**Specialisation (used at the Diploma or Associate Degree level)** - A specialisation is a set of courses within a program which develop a particular academic theme and are mandatory within that specialisation.

**Trimester** - The standard academic year is comprised of three standard trimesters, as designated by Griffith College's Academic Calendar.

**Credit Point** - The term "credit point" (abbreviated CP) refers to the number of weighted or unweighted units assigned to a course. Credit points are assigned to courses so that the set of courses which typically comprise one year of full-time study equal 80 credit points. As a general guide, 10CP is equivalent to approximately 120 hours of work; that is 10 hours per week for 12 weeks of the Trimester, including all forms of teaching contact and private study, for an 'average' student. The term 'credit points' is used to:

- provide students with a guide to the amount of work a course may entail;
- indicate a student's enrolment load;
- define the requirements for an award;
- quantify the recognition of prior learning;
- indicate the amount of work a student has successfully completed towards an award.

### 2.2 Program Requirements

The academic requirements which need to be attained for the award associated with the program to be conferred, are approved by the Griffith College Academic Board on the recommendation of the relevant Program Advisory Committee. As Griffith College is a non-self-accrediting institution, subsequent accreditation approval is also required from the Tertiary Education Quality and Standards Agency, or authorised delegate. Program requirements can include:

- a specified number of credit points;
- completion of particular courses (e.g. core courses);
- requirements for completion of a specialisation;
- limit of particular grades.

Changes to Program Requirements

Academic Board may approve changes to the program requirements in accordance with the Griffith College [Program Changes Policy](#). Major changes must also be approved by the Tertiary Education Quality and Standards Agency, or authorised delegate.

### 2.3 Award Level

Bachelor degrees, including sub-degree level programs, such as Associate Degree and Diploma are collectively referred to in the industry as "undergraduate" programs.

The Foundation program is referred to as pre-tertiary level.

Griffith College offers programs at the following academic levels:

- *Associate Degree* -

The Associate degree is a program of two years of full-time study or part-time equivalent, designed to equip graduates with the broad theoretical and technical knowledge with some depth in the underlying principles and concepts in one or more disciplines, for which Griffith College grants the award of Associate Degree in X. Associate Degree level requires the completion of 16 courses, or 160 credit points. A maximum of 10 courses, or 100 credit points, may be first-year level.

- *Diploma* -

The Diploma is a program of one year of full-time study or part-time equivalent, designed to equip graduates with technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning. Diploma requires the completion of 8 courses, or 80 credit points.

- *Foundation* -

The Foundation Program is a program of one year of full-time study or part-time equivalent, designed to equip graduates with a foundational base for further study. Foundation requires completion of 8 courses, or 80 credit points.

Nested Awards, Entry and Exit Points

Nested awards may be designed with specific advanced standing arrangements that allow students to easily articulate between programs at different award levels. Arrangements for nested programs are included in program documentation and approved at the time of accreditation approval for the program.

Nested programs:

- comprise two or more programs at different award levels;
- include all courses in the lower level program(s) in the higher award level.

### 2.4 Program Standard Length

The standard length of a program is the number of academic years, consisting of three Trimesters, required for a student undertaking a full-time academic load to complete the academic requirements of the program.

### 2.5 Standard Annual Academic Load

The standard annual academic load is the total credit points required for the award, as specified in the program requirements, divided by the program standard length.

The standard annual academic load for any single program shall be 80CP. The standard annual academic load determines the calculation of effective full-time student load (EFTSL), which is the statistical measurement of student enrolment (student load).

### 2.6 Program Mode of offering

Programs may be offered in full-time mode or part-time mode. International students may not be permitted to enrol part-time, depending on the requirements of their visa.

The mode(s) in which a program is offered is approved through the program approval process.

- *Full-time Mode -*

The designation of a program as being offered in a full-time mode requires that the program structure shows a sequence of courses suitable for students proceeding at a full-time study rate. It does not require that all courses are scheduled during the day.

- *Part-time Mode -*

The designation of a program as being offered in a part-time mode requires that the program structure shows a sequence of courses suitable for students proceeding at a part-time study rate, normally less than 30 credit points per Trimester. It does not require that all courses are scheduled during the evening.

## 2.7 Core Courses for Enhancing English Language

Griffith College programs are characterised by language development courses to assist in the ongoing improvement in English language competency; specifically, in writing, reading, speaking and listening.

A strategy to assist in this regard is the inclusion of core courses in language and academic literacy at each level of study:

- *Associate Degree - 5901QBT Language & Communication in a Global Business Context;*
- *Diploma - 1201QBT Academic & Professional Skills Development or 1020QBT Academic & Professional Skills Development for Science & Technology; or 1020GCH Academic Language and Communication for Health or 5902GCH English Language and Communication for Health, and two Language Development Modules (LDM) across two trimesters of the program.*
- *Foundation - FND101 Academic Communication Skills 1 and FND102 Academic Communications Skills 2.*

Exemptions:

- *Associate Degree - an IELTS Score of 7.0 with no sub-score below 6.5 (or equivalent).*
- *Diploma - No exemptions, except on the basis of entry language levels (LDMs), or as assessed under the [Recognition of Prior Learning Policy](#).*
- *Foundation - Students who achieve a grade of Distinction or higher in FND101 Academic Communications Skills 1 may elect to complete 1201QBT Academic & Professional Skills Development or 1020QBT Academic & Professional Skills Development for Science & Technology (depending on their pathway) in place of FND102 Academic Communications Skills 2.*

## 2.8 Award Nomenclature and Award Academic Plan

The Tertiary Education Quality and Standards Agency, as part of the program approval process, approves the precise wording of the award to be conferred on completion of the program requirements, and its post-nominal abbreviation.

## 2.9 Recognition of Prior Learning

Credit may be granted towards the requirements of an award on the basis of prior study. The [Recognition of Prior Learning Policy](#) describes the types of credit and limitations on credit.

### 3 Publication Requirements

Griffith College is required to publish a range of information in accordance with the Higher Education Support Act (2003) as operationalised by the Administration Guidelines 2012.

Table: Extract from Administration Guidelines 2012

Paragraph	Requirement
6.10.5	In accordance with subsection 169-25(3) of the Act <sup>1</sup> , the College must publish census dates and EFTSL values for courses on the College's website on or before the earliest enrolment date for the units of study.
6.20.1	For the purposes of paragraph 169-25(4)(a) of the Act <sup>2</sup> , the College may only vary a published census date or published EFTSL value if the variation occurs prior to the published census date for the unit, and:  the variation does not disadvantage a student enrolled, or a person seeking to enrol; and  the variation is necessary to correct the published census date or EFTSL value due to administrative error or circumstances that did not apply at the time the census date or EFTSL value was determined.
6.20.5	Without limiting the generality of paragraph 6.20.1(a), a student will be disadvantaged by a variation that:  reduces the EFTSL value for a unit of study; or  brings the census date for a unit of study forward in time.
6.25.5	For the purposes of subsection 169-25(5) of the Act <sup>3</sup> , if the College varies a published census date or published EFTSL value, the varied census date or EFTSL value must be published on the College's website as soon as practicable after making the decision.

These requirements are enacted through the implementation of the Academic Calendar policy and publication of Program Structure information as updated on the Griffith College website from time to time.

<sup>1</sup> See Higher Education Support Act 2003 mapping document

<sup>2</sup> See Higher Education Support Act 2003 mapping document

<sup>3</sup> See Higher Education Support Act 2003 mapping document

## 4 Responsibilities

<b>Responsibilities</b>	<b>CDP</b>	<b>CFM</b>	<b>QCM</b>	<b>AD</b>	<b>DSAS</b>	<b>AB</b>	<b>DMA</b>	<b>All</b>
Maintain currency of this policy	A	C	C	A	S	R		S
Approving the conferral of Awards	A			A		R		
Approving changes to program requirements	A		S	R	I	R	I	
Implementation of policy	I	I	I	R	S	I	I	S
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  R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed								

## 5 Compliance

### 5.1 General

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

Students will be made aware of this Policy through the website and support from College staff.

### 5.2 Relevant Legislation

Tertiary Education Quality and Standards Agency

Higher Education Support Act (2003)

### 5.3 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.

### 5.4 Records Management

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

<b>Record Type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive