



# **Course and Unit Archiving Policy and Procedures**

## **Purpose**

The purpose of this policy is to outline the principles and procedures governing the archiving of courses and units at the Central Institute of Technology and Innovation (the Institute). The policy ensures that all courses and units maintain equivalent Australian Qualifications Framework (AQF) standards, units of credit, and learning outcomes. It also provides guidelines for transitioning students and staff when a course or unit is archived or revised.

## **Scope**

This Policy applies to all courses and Units of Study at the Institute. It applies to courses being developed as new courses, and courses being reviewed within the institutional cycle of review. This policy does not apply to situations of provider default.

## **Related Documents**

This policy should be read in conjunction with the following Institute documents:

- Course and Unit Review Policy and Procedures
- Course Development Policy and Procedures
- Assessment Policy and Procedures
- Benchmarking Policy and Procedures
- Graduate Attributes Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.



## Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Unit of Study	A unit of study is an academic module which forms part of a course of study. A unit of study has a credit point value that contributes towards a course.
Unit Learning Outcomes (ULOs)	Unit Learning Outcomes are statements of what a learner is expected to know, understand, and be able to do at the end of a period of learning. They are a statement of what a student is expected to demonstrate their achievement of the learning. ULOs are approved by the Academic Board and are reviewed under the schedule stipulated in the Course and Unit Review Policy and Procedures.
Material Change	Material Change means change to a course that significantly alters its structure, outcomes, or accreditation status and requires reporting to the Tertiary Education Quality and Standards Agency (TEQSA). Examples include major shifts in course content, learning outcomes, or delivery methods.
Unit Teach Out and Transition Plan	Unit Teach Out and Transition Plan means a structured plan to facilitate students' completion of an archived course or unit while minimising disruption. This is a generic plan that maps new units with existing or archived units.
Archiving	Archiving means the process of retiring a course or unit while ensuring records are maintained in the Learning Management System (LMS) and institutional archives.
Curriculum Mapping	Curriculum Mapping means a systematic process to align learning outcomes,



Term	Definition
	assessments, and content across courses and units to maintain consistency and academic integrity.
Specialisation	Specialisation means a structured sequence of units within a broader course that provides focused expertise in a particular field.

## Policy Principles

The following principles apply to archiving a course or unit at the Institute

1. **Academic Integrity and Rigour:** The Institute ensures that archived courses and units uphold academic standards, maintain learning outcomes, and comply with AQF requirements.
2. **Transparency and Student-Centred Approach:** The archiving process for courses and units will be transparently communicated to students, providing well-structured pathways for course completion and transition. Units slated for archiving will remain available for a minimum of two teaching periods, allowing current students adequate time to complete necessary requirements, unless a direct substitution is feasible.
3. **Evidence-Based Decision Making:** Decisions regarding course and unit archiving are based on enrolment data, student outcomes, and industry relevance, ensuring alignment with strategic objectives.
4. **Compliance and Accreditation:** All course and unit changes comply with TEQSA requirements, ensuring that archived records are properly maintained for accreditation and reporting purposes.
5. **Fairness and Equity:** Transition arrangements for students impacted by archived courses or units must ensure equitable access to equivalent or alternative learning pathways.



6. **Continuous Improvement:** The Institute regularly reviews course and unit viability, using data-driven insights to inform curriculum updates and strategic decisions.

## **Policy Statement**

The Institute is committed to maintaining a dynamic and high-quality course portfolio that meets the evolving needs of students, industry, and regulatory requirements. Courses and units must be reviewed regularly to ensure they remain current, relevant, and viable. When necessary, courses and units will be archived through a structured process that prioritises academic integrity, student success, and compliance with TEQSA standards.

### **1. Archiving Course and Unit Materials**

The Institute upholds the following principles in maintaining archived course and unit information:

- 1.1 **Accessibility and Usability:** Archived course and unit information should be easily accessible to authorised users, supporting academic planning, accreditation reviews, and historical reference needs.
- 1.2 **Security and Confidentiality:** The Institute ensures that archived records are securely stored and protected against unauthorised access or alteration, in line with the Privacy Act 1988 and institutional policies.
- 1.3 **Version Control and Transparency:** Clear version control mechanisms must be in place to track changes in course and unit structures over time, ensuring transparency in academic records.
- 1.4 **Retention and Disposal:** Course and unit records will be retained for the required period (minimum 7 years) and disposed of securely when no longer needed, in accordance with institutional policies and regulatory



guidelines.

## **2. Reporting and Accreditation Compliance**

The Institute ensures compliance with TEQSA's reporting obligations by maintaining accurate records of course accreditation, material changes, and provider registration. Archived documentation supports regulatory compliance, historical reference, and continuous quality improvement in course design and delivery.

- 2.1 TEQSA Reporting Requirements: The Institute ensures compliance with TEQSA's reporting obligations, including the timely submission of required documentation related to course accreditation, material changes, and provider registration.
- 2.2 Archiving Courses and Units: When a course or unit is discontinued, comprehensive records will be archived, including approved course structures, learning outcomes, assessment details, and relevant approvals. These records will be maintained for historical reference and regulatory compliance.
- 2.3 New Course Accreditation: Documentation supporting new course accreditation, including curriculum design, industry consultation, and academic governance approvals, will be archived to support future reviews and reaccreditation processes.
- 2.4 Material Changes and Approvals: Any material changes to accredited courses, such as significant alterations to learning outcomes, delivery modes, or assessment strategies, must be documented and archived to demonstrate compliance with regulatory and academic standards.

## **3. Providing General and Specific Course and Unit Information to Students**

The Institute ensures that students receive comprehensive and timely information about archived courses and units to minimise the impact on their course progression.



This approach ensures that students can make informed decisions about their academic journey while maintaining the integrity of course offerings and institutional policies.

- 3.1 General Information: The Institute will provide overarching details regarding course and unit changes, including their rationale and implications for academic planning.
- 3.2 Specific Information: Students will receive individualised guidance regarding the impact of archiving decisions on their study pathway, including alternative unit options and transition arrangements.
- 3.3 Advisory Support: Dedicated academic and student support services will be available to assist students in understanding how archived courses and units may affect their progression and completion timelines.

## **4. Clear and Transparent Communication**

The Institute is committed to ensuring clear and transparent communication with staff, boards, and students regarding the course and unit archive.

- 4.1 Staff: Relevant academic and administrative staff will be informed about archiving procedures, data integrity responsibilities, and access protocols to ensure compliance with institutional policies.
- 4.2 Boards and Governance Committees: Academic Board and relevant governance committees will receive periodic reports on archived course and unit information to support decision-making and quality assurance processes.
- 4.3 Students: Students will have access to appropriate course and unit information, ensuring they understand the impact of curriculum changes and archiving decisions on their study plans.



## 5. Record-Keeping

The Institute maintains a robust record-keeping framework to ensure the integrity and longevity of course and unit archives.

- 5.1 Data Integrity: All archived records will be maintained with accurate metadata, including version history, approval dates, and relevant policy references.
- 5.2 Storage and Security: Records will be securely stored in digital and/or physical formats, with appropriate security measures to prevent unauthorised access or loss.
- 5.3 Retention Periods: Course and unit records will be retained for the prescribed duration, ensuring compliance with regulatory requirements and institutional policies.
- 5.4 Audit and Review: Archived records will be subject to periodic review and auditing to maintain accuracy and relevance.

## Procedures

The following procedures apply to this Policy:

### 1. Archiving a Course

A course may be archived if it is no longer viable due to low enrolment, regulatory changes, or shifting industry needs.

- 1.1 The Academic Head (Dean) working with the Director of Learning and Teaching have oversight of the process of archiving a course.
- 1.2 The process includes an evaluation of historical enrolment data, student completion rates, and industry trends.



- 1.3 A Unit Teach Out and Transition Plan (Appendix) is developed to ensure that enrolled students can complete their studies without disruption.
- 1.4 Staff are consulted on retraining and redeployment opportunities where necessary.
- 1.5 The Academic Board and Board of Directors provide final approval for archiving a course.
- 1.6 TEQSA is notified where required that the course has been discontinued.
- 1.7 The Institute ensures that archived courses remain accessible for accreditation and quality assurance purposes.

## **2. Archiving a Course Version**

Course versions are archived when a significant curriculum update occurs, such as changes to AQF levels, professional accreditation requirements, or sectoral shifts.

- 2.1 The Academic Head (Dean) working with the Director of Learning and Teaching have oversight of the process of archiving a version of a course.
- 2.2 The process ensures that students enrolled in the previous version are given appropriate pathways to transition.
- 2.3 TEQSA is notified where required, and records of the previous version are maintained for historical and compliance purposes.
- 2.4 The Academic Board and Board of Directors provide final approval for archiving a version of a course.
- 2.5 The new course version is mapped against the old version to provide clear equivalencies in learning outcomes, unit credits, and assessment standards.



### **3. Archiving a Specialisation**

A specialisation may be archived if enrolment numbers are low or if changes in industry demand render it obsolete.

- 3.1 The process ensures that students currently enrolled in the specialisation are provided with alternatives, such as completing equivalent units in another stream or transitioning to a different major.
- 3.2 The Institute retains archived specialisations for academic reference and regulatory reporting.
- 3.3 Academic Board approval and Board of Directors endorsement is required before a specialisation can be removed from course offerings.
- 3.4 TEQSA is notified where required, and records of the specialisation are maintained for historical and compliance purposes.

### **4. Archiving a Unit of Study**

A unit may be archived due to redundancy, curriculum realignment, or lack of student interest.

- 4.1 Before archiving, the unit's role in the broader course structure is reviewed to ensure its removal does not impact the integrity of the curriculum.
- 4.2 A Unit Teach Out and Transition Plan (Appendix 1) is developed if necessary, and an equivalent unit is recommended where applicable. All archived units are retained in the LMS for reference, compliance, and accreditation purposes.

### **5. Responsibilities**

- 5.1 Students: Engage with transition plans and seek academic guidance from Academic Staff or the Academic Skills Hub.
- 5.2 Academic Staff: Implement transition plans and ensure teaching continuity.



- 5.3 Student Services Staff: Provide students with academic guidance and transition support.
- 5.4 Registrar: Maintain accurate records of archived courses and units.
- 5.5 Director of Learning and Teaching: Ensure course and unit transitions align with academic standards.
- 5.6 Director of Quality and Compliance: Ensure compliance with TEQSA and regulatory requirements.
- 5.7 Academic Head (Dean): Has responsibility for the archiving process.
- 5.8 Chief Executive Officer: Provide institutional oversight of course changes.
- 5.9 Academic Board: Approve course and unit changes.
- 5.10 Board of Directors: Endorse major course revisions and closures.

## Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework \(AQF\)](#)
- [Guidance note: Changes in a course of study that may lead to accreditation as a new course \(TEQSA\), 2017](#)
- [Privacy Act 1988 \(Cth\)](#)

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	12/03/2025	Chief Executive Officer	Academic Board	Academic Policy



## Policy Information

<b>Author</b>	Chief Executive Officer
<b>Responsible Officer</b>	Dean
<b>Approved by</b>	Academic Board
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<b>Name of Policy</b>	Course and Unit Archive Policy and Procedures	
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File: Course and Unit Archive Policy and Procedures\_V1.0



## **Appendix 1: Unit Teach Out and Transition Form**

### **Instructions for Staff**

This form is for general information for staff and students on archived courses and units and the equivalent units. Students who need individual advice on their course progression and course structure should consult with the appropriate member of the academic team and the Academic Skills Hub.

### **General Course Information**

Course	
Level	<input type="checkbox"/> Postgraduate <input type="checkbox"/> Undergraduate
Dean or Delegate	
Date	Click or tap to enter a date.

## Unit Mapping

Archived Unit				New Unit				Comments and Mapping
Unit Code	Unit Name	Year Level	Last Teaching Period (e.g. S1, 2026)	Unit Code	Unit Name	Year Level	New Teaching Period (e.g. S1, 2027)	General Advice Only
								<input type="checkbox"/> Supersedes or equivalent to unit <input type="checkbox"/> Not equivalent to unit Comment:
								<input type="checkbox"/> Supersedes or equivalent to unit <input type="checkbox"/> Not equivalent to unit Comment:
								<input type="checkbox"/> Supersedes or equivalent to unit <input type="checkbox"/> Not equivalent to unit Comment:
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