

# Unit Outline Policy and Procedures

## Purpose

This Policy describes the requirements for the preparation, approval, and dissemination of unit outlines the Central Institute of Technology and Innovation (the Institute). The unit outline is the key student-facing document that articulates outcomes, expectations, and assessments in individual unit outlines. The Institute has a quality assurance framework to review its courses and units to ensure that the courses continue to meet the standards set out in the Higher Education Standards Framework (Threshold Standards) 2021, the Australian Qualifications Framework, the Educational Services for Overseas Student Act 2000 (The National Code) and associated standards, and the relevant professional accreditation agencies.

## Scope

This policy applies to the development and publication of unit outlines at the Institute and its delegated authorities.

## Related Documents

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

- Compliance, Review and Quality Assurance Strategy and Plan
- Course and Unit Review Policy and Procedures
- Assessment Policy and Procedures
- Graduate Attribute and Learning Outcomes Policy and Procedures
- Academic Integrity and Misconduct Policy and Procedures
- Review of Grades and Academic Appeals Policy

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

## Definitions

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

Term	Definition
<b>Student</b>	Any person enrolled as a student at the Institute. This includes enrolment in all modes of study and at all locations.
<b>Unit of Study</b>	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.
<b>Unit Outline</b>	<p>The unit outline provides prospective and current students with clear and detailed information about the unit of study that has been approved through the course and unit approval process. The Unit Outline provides information to a prospective student about what the student would expect to learn from studying the unit and about the formal status of the unit in the curriculum, including credit points, unit level, prerequisites for study, and mode of study.</p> <p>The document details the fundamental mutual obligations and responsibilities of the Institute and students, in relation to the unit; makes explicit the links between the unit and course learning outcomes; makes explicit the links between each assessment activity and the unit learning outcomes; provides information about each assessment task, including due dates, instructions for submission, and details</p>



Term	Definition
	<p>about the assessment criteria and standards; gives a clear description of what is expected in order for students to achieve particular grades in the unit; describes how content, assessment and learning activities are linked. The document also provides details pertaining to the Institute's support mechanisms for students.</p> <p>Unit Outlines are prepared for each individual unit offered by the Institute, and they contain information that has been approved by the Academic Board in accordance with relevant Policies.</p>
<b>Authoritative Version of Unit Outline</b>	<p>The authoritative version of a unit outline is the version that has been approved by the Academic Board. It is understood that as part of the review cycle that there may be incremental revisions to a unit of study and that unit outlines may change over time. As such, the authoritative version is a record for quality assurance and reporting.</p>
<b>Academic Board (AB)</b>	<p>The Academic Board is the principal academic body of the Central Institute of Technology and Innovation that is responsible for approving academic proposals and for providing advice on academic policy, academic strategy and academic standards.</p>
<b>Unit Coordinator</b>	<p>A unit coordinator is responsible for providing the teaching materials and</p>



Term	Definition
	resources, as well as administering the assessment, for an individual unit of study
<b>Academic Head</b>	Academic Head is the title for an administrator who leads the academic departments within the Institute. The Dean reports to the Chief Executive Officer and to the relevant governing boards.
<b>Moderation</b>	Moderation is a quality assurance process that ensures appropriate standards. It is a process for ensuring that marks or grades are awarded appropriately and consistently. Moderation involves checking and reviewing assessment schemes, items, and assessor judgments.
<b>Graduate Attributes (GAs)</b>	Graduate Attributes (GAs) are the high-level qualities, skills, and understandings that a student should gain as a result of the learning and experiences they engage with, while at the Institute. The GAs approved by the Board of Directors and are reviewed under the Compliance, Review and Quality Assurance Strategy and Plan.
<b>Course Learning Outcomes (CLOs)</b>	Course Learning Outcomes (CLO) are learner-focused statements of what students are expected to evidence or demonstrate upon completion of a course. These are high level outcomes that specify what students are expected to know and do as a result of learning in the course. CLOs are approved by the Academic Board and are reviewed under the Course and Unit Review Policy and Procedures.



Term	Definition
<b>Unit Learning Outcomes (ULOs)</b>	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 Course and Unit Review Policy and Procedures.
<b>Assessment</b>	Assessment is the systematic basis for making inferences about the learning and development of students. It is the process of defining, selecting, designing, collecting, analysing, interpreting, and using information to increase students' learning and development. Assessment is reviewed at the end of each period of study and is also reviewed under the under the Course and Unit Review Policy and Procedures.
<b>Period of Study</b>	A study period is a defined period of time in which teaching is delivered. This includes pre-teaching, teaching, and assessment activities. Each study period has its own set of key dates, including start, end, and census dates. The Institute has two periods of study (semesters) in an academic calendar year.

## Policy Principles

The Institute is committed to ensuring transparency for students regarding learning expectations and assessment criteria in each unit of study. By adhering to these principles, the Institute ensures clarity and consistency in communicating learning outcomes and

assessment expectations to students, thereby promoting quality education aligned with TEQSA Threshold Standards (2021). The following principles align with TEQSA Threshold Standards sub-domains on unit outlines:

1. **Unit Outlines Preparation:** Unit outlines are prepared for each individual unit offered by the Institute, aligning with Learning Outcomes and Assessment (Domain 1, Standard 1.4.2).
2. **Update and Approval:** Unit outlines are updated prior to each offering by the Director of Learning and Teaching and contain approved information, ensuring compliance with Teaching (Domain 3, Standards 3.1.1 and 3.1.2).
3. **Responsibility of Unit Coordinators:** Unit outlines are developed by Unit Coordinators who are accountable for the unit, in accordance with Teaching (Domain 3, Standards 3.1.2).
4. **Review and Approval Process:** Unit outlines are reviewed and approved by the Director of Learning and Teaching and the Dean (Academic Head) or delegate before release to students, aligning with Institutional Quality Assurance (Domain 5, Standards 5.1.1 and 5.3.4).
5. **Archiving for Quality Assurance:** The Director of Learning and Teaching is responsible for ensuring that a copy of each unit outline is archived as part of the Institute's quality assurance framework, ensuring compliance with Institutional Quality Assurance (Domain 5, Standards 5.3.4 and 5.4.1).

## Policy Statement

### 1. Major Changes to Unit Outlines

Changes to the approved unit outlines will generally be triggered by either a) unit moderation and review, b) a formal course, or c) an *ad hoc* basis when the need to make revisions arises. Table 1 outlines the major changes and levels of responsibility:

- 1.1 Major revisions will generally fall into the purview of the Academic Board as part of a course and unit review process.

- 1.2 When major changes to units are approved by the Academic Board, the unit outline is updated accordingly and is then stored in Institute's official repository located on the Institute's storage management system.
- 1.3 Major changes to a unit and unit outline are to be noted at the Academic Board level.
- 1.4 Unit outlines are updated each offering by the academic staff responsible and these constitute minor changes.
- 1.5 The Academic Head is responsible for ensuring that there are quality assurance processes in place for the approval of unit outlines via unit moderation.

*Table 1. Major Changes and Level of Responsibility.*

<b>Major Change</b>	<b>Academic Board</b>	<b>Dean (Academic Head)</b>	<b>Unit Coordinator</b>	<b>Director of Learning and Teaching</b>
Unit outline template	X			
Existing Course Learning Outcomes	X			
Existing Unit Learning Outcomes	X			
Unit Description	X			
Year in Course e.g., Change from 1 <sup>st</sup> year to 2 <sup>nd</sup> year	X			
Mode of Offering e.g., face-to-face or online	X			
Hours per unit e.g., 3 hours/week	X			
Assessment types e.g., exam, report		X		

Major Change	Academic Board	Dean (Academic Head)	Unit Coordinator	Director of Learning and Teaching
Assessment weightings e.g., percentage		X		
Update of template				X

## 2. Minor Changes to Unit Outlines

Changes to the approved unit outlines will generally be triggered by either a) unit moderation and review, b) a formal course, or c) an *ad hoc* basis when the need to make revisions arises. Table 2 outlines the minor changes and levels of responsibility.

- 2.1 Minor changes to units are the responsibility of the Dean.
- 2.2 Unit outline templates are updated each offering by the Director of Learning and Teaching.
- 2.3 Unit Coordinators are responsible for developing the unit outline for each offering and these changes constitute minor changes.
- 2.4 The Director of Learning and Teaching and the Dean, or delegate, are responsible for ensuring that there are quality assurance processes in place for the approval of unit outlines via unit moderation.

*Table 2. Minor Changes and Levels of Responsibility*

Minor Change	Academic Board	Dean (Academic Head_	Unit Coordinator	Director of Learning and Teaching
Unit delivery arrangement e.g., lecture, tutorial, or workshop		X		
Assessment details			X	



e.g., area of study, number of questions				
Course Schedule e.g., activities			X	
Resources e.g., textbooks, websites			X	
Rubrics e.g., change in rubric			X	
Assessment due dates			X	
Unit Outline Moderation				X

## Procedures

The following procedures apply to the development and publishing of unit outlines.

### 1. Unit Outline and Access to Authoritative Versions

- 1.1 Unit outlines will be made available to enrolled students through the Institute's Learning Management System one week prior to the official commencement of a semester.
- 1.2 Staff access to unit outlines is through the Institute's official repository located on the Institute's storage management system.
- 1.3 Public access to a unit outline will be available on the Institute's public-facing website. Noting that this generally is an abridged version of the unit learning outline.

- 1.4 Approved unit outlines (authoritative versions) will be stored in the Institute's official records management system in the folder Approved Unit Outlines.
- 1.5 Individual unit outlines that have been developed for a semester (period of study) will be stored in the Institute's official records management system.

## 2. Moderation of Unit Outlines

- 2.1 All unit outlines will undergo a moderation process prior to being released on the Institute's Learning Management System. This process is part of the Course and Unit Review Policy and Procedures.
- 2.2 The Unit Coordinator or delegate is responsible for ensuring that unit outlines are updated. This includes ensuring that the details of the teaching team have been updated, the dates are correct, the repos are up to date, and that the assessment descriptions are complete.
- 2.3 The Director of Learning and Teaching and the Dean, or delegate, is responsible for ensuring that all unit outlines are reviewed and approved prior to release on the Institute's Learning Management System.
- 2.4 The Unit Coordinator is responsible for ensuring that an approved version of the unit outline has been submitted for archiving.

## 3. Unit Outline Template

Unit outlines must be completed using the approved Unit Outline Template. As per the requirements of the Threshold Standards (2021), it is mandatory for all unit outlines to have content that covers the topics in Table 3.

*Table 3. Unit Outline Mandatory Information*

Section	Topics
Section 1: General Information	Period of study (semester) for which the unit outlines Unit Code Unit Name Approved Unit description
Section 2: Administrative Details	Award course



Section	Topics
	Unit level Unit type Unit weighting (credit points) Unit duration Pre-requisites Co-requisites Work integrated learning requirements Unit Coordinator/Lecturers Key contacts Arrangements for student consultation Student workload Delivery mode Recent actions to improve this unit (e.g., student feedback, review process etc.)
Section 2: Academic Details	Graduate Attributes Course Learning Outcomes Unit Learning Outcomes Unit Topics
Section 3: Accreditation	Statement of Accreditation (Where relevant)
Section 4: Assessment Tasks	Assessment schedule Assessment descriptions General assignment submission Assessment returns Appeals Referencing system
Section 5: Unit Structure and Lecture Plan	Period of Study (Semester) schedule Weekly overview of learning activities and assessments
Section 6: Recommended Readings	Prescribed texts Supporting Texts Online resources Special requirements or materials
Section 7: Policy and Procedures	Learning Management System Student Responsibilities Attendance Assessment and submission of assessment



Section	Topics
	Special consideration Reasonable adjustment Academic Honesty and Plagiarism (Academic Integrity) Grading Grievances and appeals Equity and Diversity
Section 8: Student Support	Student support Library English and maths support Work health and safety
Section 9: Marking Guides and Rubrics	Marking Guides and Rubrics

## 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](#)

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	23/06/2023	Chief Executive Officer	Board of Directors	Academic Policy

## Policy Information

<b>Author</b>	Chief Executive Officer
<b>Responsible Officer</b>	Dean



<b>Approved by</b>	Academic Board
<b>Approval date</b>	23/06/2023
<b>Status</b>	Approved (Current)
<b>Next review due</b>	23/06/2026

<b>Name of Policy</b>	Unit Outline Policy and Procedures	
<b>Version</b>	V1.0	
<b>Policy: Academic</b>	Date: 23/06/2023	Status: Final ratified by the Academic Board on 23/06/2023

File: Unit Outline Policy and Procedures\_v1.0