

Enabling Courses Policy

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1. Purpose

This policy provides the rationale, structure and quality assurance framework for the development, approval and periodic review of Flinders University's enabling courses.

2. Scope

- a. This policy applies to:
 - i. enabling courses, including, but not limited to, foundation, bridging and English language (ELICOS) courses
 - ii. domestic students, both Commonwealth supported and full-fee paying
 - iii. international students.
- b. This policy does not apply to:
 - i. award courses under the Australian Qualifications Framework (AQF) – see [Award Courses Policy](#) and supporting procedures
 - ii. non-award courses that are not enabling, whether or not they lead to a microcredential – see [Non-Award Courses Policy](#) and [Non-Award Course Approval and Management Procedures](#).

3. Definitions

Award courses	undergraduate and postgraduate courses of study that meet the requirements for an award as defined by the AQF. Flinders, as a self-accrediting university, can offer award courses within the scope of its provider registration across all AQF levels
Enabling courses	<p>a course designed for the purpose of preparing a person who does not immediately meet the requirements for tertiary education to gain admission to a higher education course in Australia. This includes foundation, bridging and English language courses.</p> <p>Enabling courses are offered for both undergraduate and postgraduate course entry. They may be offered to both domestic and international</p>

	students. They do not lead to an award qualification under the Australian Qualifications Framework or any learning micro-credential. In some circumstances, successful completion of an enabling course results in guaranteed entry into a Flinders University award course.
Non-award courses	any educational programs that do not result in an AQF award from Flinders University or a Flinders University academic transcript. A non-award course may also lead, on its own or in conjunction with other non-award courses and/or recognised prior learning or professional assessment, to receipt of a micro-credential, entry pathway into an award bearing course or credit toward an award bearing course. For further information see Non-Award Courses Policy and Non-Award Courses Procedures (<i>this policy and procedures currently under development</i>).

4. Policy statement

4.1. Rationale

- a. Flinders University is an inclusive institution that is committed to providing opportunities for achievement to students from a wide range of backgrounds.
- b. Enabling courses allow Flinders to provide a structured program to prepare a student with a defined pathway into award course study for both domestic and international students who may not meet the standard admission requirements (such as completion of secondary education for undergraduate entry, completion of relevant undergraduate qualifications for postgraduate entry, English language competency, or score-based requirements).

4.2. Design and development

- a. All enabling courses must be designed:
 - i. with curriculum that is coherent and cohesive
 - ii. to provide the required assessment to demonstrate suitability for admission into an award course
 - iii. to meet the University's strategic educational goals and be consistent with relevant College and University strategic priorities, including its international strategy
 - iv. to complement and enhance the existing or planned range of courses
 - v. with regard to identified demand and areas of stakeholder needs and requirements
 - vi. to be offered within an appropriate teaching and learning environment, and within approved resources, and
 - vii. in conjunction with the Educational Quality team, who will facilitate the approval process, using forms and tools approved for that purpose.
- b. All new course proposals must include:
 - i. brief summary
 - ii. rationale for the proposal (summary only)
 - iii. expected outcomes and pathways

- iv. target market (indication of whether the course is responding to an identified market or University need)
- v. indication of the regulatory approvals required (e.g. CRICOS) and a plan for obtaining them
- vi. how the course will contribute to the overall Flinders strategy
- vii. an outline of the expected impact of the program on student numbers: will it replace an existing course, supplement or complement existing courses, or, follow on from existing course overview of potential market, and
- viii. a high-level financial model.

4.3. Approval

- a. Proposals for new, changed or discontinued enabling courses are approved by the authorities specified in s.4 of the [Award Courses Policy](#) following the processes set out in s.4 of the [Award Course Approval Procedures](#) (with equivalent positions carrying out the requirements of College-based roles where an enabling course is delivered by an area or entity other than a College).
- b. Any applicable regulator approvals must also be obtained for new enabling courses or major changes to existing enabling courses.
- c. Proposals that include delivery of the enabling course by a third-party provider must be undertaken in accordance with the [Third-Party Academic Partnerships Policy](#) and [procedures](#).
- d. Where applicable, the following will be specified and approved as part of the course approval process:
 - i. selection process and admission requirements (including English language admission requirements)
 - ii. duration
 - iii. educational aims and learning outcomes
 - iv. detailed curriculum outline
 - v. assessment activities and rubrics
 - vi. fees and other costs
 - vii. staffing plan
 - viii. course-specific terms and conditions
 - ix. guaranteed pathway arrangements into award courses.

4.4. Admission and Student Status

- a. Participants in enabling courses are enrolled students of Flinders University, with all the rights and obligations pertaining to that status.
- b. Unless otherwise specified, Flinders University's academic and general student policies, procedures and processes will apply to enabling course students. Where specific procedural differences exist, they will be explicitly stated and provided to all students at the time of their enrolment.

4.5. Attendance and Academic Progress

- a. As a condition of their student visa, onshore international students enrolled in an enabling course must maintain a minimum attendance rate of 80% for the course in which they are enrolled.

- b. The monitoring of onshore international student attendance is outlined in the [Enabling Course International Student Attendance Procedures](#).
- c. To satisfactorily progress through an enabling course, a student must complete the course in the expected course duration (with due regard for any compassionate or compelling circumstances):
 - i. the expected course duration for international students is specified in the Confirmation of Enrolment (CoE)
 - ii. the expected course duration for domestic students is the advertised course length.
- d. The monitoring of academic progress, including the provision of early interventions to help students succeed and the consequences of unsatisfactory academic progress, is outlined in the [Enabling Course Academic Progress Procedures](#).

4.6. Course Quality Assurance and Improvement

Enabling courses will be continuously monitored, improved and internally accredited in accordance with the course improvement and internal course accreditation requirements and processes set out in the [Award Course Improvement and Accreditation Procedures](#) (applying relevant standards and with equivalent positions carrying out the requirements of College-based roles where an enabling course is delivered by an area or entity other than a College).

5. Supporting procedures

[Enabling Course International Student Attendance Procedures](#)

[Enabling Course Academic Progress Procedures](#)

Approval Authority	Academic Senate
Responsible Officer	Deputy Vice-Chancellor (Students)
Approval Date	28 October 2022
Effective Date	28 October 2022
Review Date*	October 2025
Last amended	
CM file number	CF22/491

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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