

# Non-award Courses Policy

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## 1. Purpose

- a. Non-award courses aim to enhance participants' professional, educational or personal development, skills and knowledge.
- b. This policy sets out the principles which apply to the design, development, approval, course management, quality assurance and monitoring of non-award courses at Flinders University.

## 2. Scope

- a. This policy applies to any educational program that does not result in an Australian Qualifications Framework (AQF) award from Flinders University or a Flinders University academic transcript.
- b. This policy does not apply to:
  - i. courses that result in an AQF award qualification – these are covered by the [Award Courses Policy](#)
  - ii. foundation, bridging or English language (ELICOS) courses offered by the University – these are covered by the [Enabling Courses Policy](#).
- c. Exchange programs and Study Abroad that are designed on portions of award bearing courses will be considered on a case-by-case arrangement.
- d. Types of non-award courses are detailed at [Annex A](#).

## 3. Policy statement

### 3.1. Design and development

- a. All non-award courses are to reflect the University's strategic educational goals and be consistent with University strategic priorities.
- b. Flinders non-award courses will:
  - i. be informed by the contemporary and future needs of industry, government and the community
  - ii. promote excellent learning and teaching practices that are innovative in their use of contemporary pedagogy, creativity and technology, and

- iii. include meaningful assessment that is well-suited to the context, providing timely and structured feedback to support learning development and success. At a minimum this assessment should be self-assessment so that learners can gauge their success in the course.
- c. Non-award courses can be developed and delivered as a Flinders offering or through a third party (when done in accordance with the [Third-Party Academic Partnerships Policy](#)).
- d. Non-award courses may vary in duration, with a minimum of 1 hour, and can be delivered using synchronous or asynchronous online, in-person or blended modes.
- e. All non-award courses curriculum will be designed to:
  - i. be deliberate, coherent and cohesive
  - ii. be self-contained and independently identifiable, and
  - iii. provide participants with a high-quality teaching and learning experience.
- f. The outcome of successful completion of a non-award course will be one or more of the following, depending on the expected learning outcomes and assessment activities to be completed by participants:
  - i. Certificate of Participation/Completion
  - ii. Certificate of Achievement/Competence
  - iii. Accredited professional certificate (where accredited by an external professional body)
  - iv. CPD (Continuing Professional Development) points (where recognised by an external professional registration agency)
  - v. recognition of credit toward an award bearing course – see [Credit Transfer Policy](#)
  - vi. entry pathway into an award bearing course at the recognised AQF level – recognised for a clearly defined period of time from completion of the course.
  - vii. receipt of a micro-credential.
- g. All non-award courses should promote lifelong learning and provide opportunity for progression outlining additional assessment options when a competency assessment is not included in the course itself.

### **3.2. Approval**

- a. Proposals for new, changed and discontinued non-award courses are approved by the authorities specified in section 4, in accordance with the [Non-award Course Approval and Management Procedures](#).
- b. Even when the content of a non-award course is the same or similar to an approved University topic or course, it must still be approved in accordance with the [Non-award Course Approval and Management Procedures](#).
- c. Proposals that include delivery of the non-award course by a third-party provider must be undertaken in accordance with the [Third-Party Academic Partnerships Policy](#) and [procedures](#).
- d. The following will be addressed and approved as part of the non-award course approval process:
  - i. selection process and entry requirements
  - ii. volume of learning

- iii. educational aims and learning outcomes (with reference to AQF Level equivalence and considering the descriptors contained within the Australian Core Skills Framework)
- iv. assessment activities
- v. in accordance with s.3.1.e above, outcomes available to participants upon successful completion, including credit towards or entry pathway into an award bearing course at the recognised AQF level
- vi. registration fees (in accordance with the [Cost Recovery and Pricing Policy](#) with consideration of courses that have high non-financial value or are seen as lead generators)
- vii. course-specific terms and conditions including arrangements with third party providers/ partners
- viii. industry-recognition, or recognition towards an industry or vendor certification.

### **3.3. Course Management**

- a. Marketing and recruitment will be managed by agreement between relevant College(s) and Portfolio(s).
- b. Admissions, finances, and record keeping (including participation and assessment outcomes) will be managed by agreement between relevant College(s) and Portfolio(s).

### **3.4. Quality Assurance and Monitoring**

- a. Every non-award course will have an academic member of staff designated as the lead who will be responsible for the course management and academic quality of the course in accordance with the [Non-award Course Approval and Management Procedures](#).
- b. All non-award courses will be regularly reviewed and monitored for quality considering input from participants, and where relevant academic discipline experts internal and external to the University, industry, community and governments. A non-award course report will be presented annually to Education Quality Committee. Any courses falling below expected standards will be discontinued or suspended until quality improvement has taken place.
- c. The Vice-President and Executive Dean or Portfolio Head may approve the suspension or discontinuation of a non-award course, in accordance with the [Non-award Course Approval and Management Procedures](#).
- d. A record of participant achievement will be maintained by the University.

### **3.5. Participants**

- a. A participant in a non-award course is a member of the University community and must comply with the University's rules, [policies](#) and lawful directions.
- b. A participant in a non-award course is subject to the terms and conditions provided at the time of registration.
- c. A participant in a non-award course may access only those University services listed for the program in its published information.

## 4. Authorities

The following authorities apply for the approval of new, changed and discontinued non-award courses. The level at which approval is required depends on the nature of the non-award course and/or the change:

Level	Scope of Authority	Approving authority
<b>Level 3</b>	<p>Approval of new non-award courses that involve:</p> <ul style="list-style-type: none"> <li>i. partnerships</li> <li>ii. international partnerships</li> <li>iii. international participants</li> <li>iv. new field of study</li> <li>v. entry pathways into an award bearing course</li> <li>vi. credit towards an award bearing course.</li> </ul> <p>Approval of changes to learning outcomes and assessments for courses that involve:</p> <ul style="list-style-type: none"> <li>i. entry pathways into an award bearing course</li> <li>ii. credit towards an award bearing course.</li> </ul>	<p>Pro Vice-Chancellor (Academic Quality and Enhancement) or sub-delegate, on the advice of the Education Quality Committee of Academic Senate, in consultation with the Vice-President and Pro Vice-Chancellor (International) where relevant</p>
<b>Level 2</b>	<p>Except in cases where the course is an entry pathway or credit towards an award bearing course, approval of:</p> <ul style="list-style-type: none"> <li>i. new cross-College non-award course*</li> <li>ii. new non-award course</li> <li>iii. suspension/discontinuation of non-award course</li> <li>iv. change to name of course, selection and entry requirements, learning outcomes or mode of delivery</li> </ul>	<p>Vice-President and Executive Dean, Portfolio Head or sub-delegate, in consultation with the Vice-President and Pro Vice-Chancellor (International) where relevant</p>
<b>Level 1</b>	<p>Approval of editorial changes to a non-award course where these are consequential to other approved changes, or do not alter the content or the intention of matters that require approval as indicated above.</p>	<p>Associate Director, Educational Quality or sub-delegate</p>

\* Requires approval of Vice-President and Executive Deans from all involved Colleges

## 5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Non-award Course Approval and Management Procedures](#)

See also – [Short courses webpage](#)

<b>Approval Authority</b>	Academic Senate
<b>Responsible Officer</b>	Pro Vice-Chancellor (Academic Quality and Enhancement)
<b>Approval Date</b>	16 November 2022
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<b>Review Date*</b>	January 2026
<b>Last amended</b>	Academic Senate, 22 March 2023
<b>CM file number</b>	CF22/208

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

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## Annex A–Types of Non-Award Courses

- a. A non-award course aims to enhance participants' professional, educational or personal development, skills and knowledge.
- b. A non-award course is any educational program that does not result in an Australian Qualifications Framework (AQF) award from Flinders University or a Flinders University academic transcript. Types of non-award courses include, but are not limited to:
  - i. short course
  - ii. micro-credentials
  - iii. continuing professional development course
  - iv. workshop
  - v. seminars
  - vi. field schools
- c. A non-award course may lead, on its own or in conjunction with other non-award courses and/or recognised prior learning or professional assessment, to pathway entry into an award bearing course.
- d. A non-award course may, on its own or in conjunction with other non-award courses and/or recognised prior learning or professional assessment, be used as credit towards an award bearing course.