

## **THE RTO CURRICULUM DEVELOPMENT AND MANAGEMENT POLICY**

### **1 PURPOSE AND SCOPE**

- 1.1 The Curriculum Development and Management Policy outlines the principles and framework for The RTO to ensure the content and learning activities of its qualifications and units are high quality, and to provide for continuous improvement in the quality of teaching and learning.
- 1.2 This Policy provides for the planning, development, review and deletion/withdrawal of qualifications and units.
- 1.3 This Policy applies to all nationally recognised qualifications and units in the scope of registration of The RTO.

### **2 DEFINITIONS**

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
  - 2.1.1 AQF – the Australian Qualifications Framework.
  - 2.1.2 ASQA – Australian Skills Quality Authority, the national VET regulator for RTOs.
  - 2.1.3 New Qualification – a new qualification or a new version of a previously endorsed qualification.
  - 2.1.4 RTO – Registered Training Organisation.
  - 2.1.5 Services – training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
  - 2.1.6 The Board – Western Sydney University Enterprises Board.
  - 2.1.7 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
  - 2.1.8 The University – Western Sydney University.
  - 2.1.9 Course Advisory Groups (CAG) – designated Course Advisory Groups are convened to ensure that new and existing courses are feasible, aligned to industry practices and responsive to The RTO’s strategic direction. Different qualifications and units are guided and reviewed by separate CAGs. CAG membership consists of assigned staff from the RTO, College and University, employer and industry association representatives from the relevant field/sector of the Training Package.
  - 2.1.10 Senior Management Team – Western Sydney University The College Executive Team and Directors of the Divisions within the College.

- 2.1.11 Training Package – define the skills and knowledge needed by a candidate to perform a job. They contain the components: units of competency, qualifications frameworks, assessment guidelines.
- 2.1.12 Transition – where a training product has been superseded, removed or deleted from [www.training.gov.au](http://www.training.gov.au) as a source of RTO information, the allowable timeframe within which the student’s training, assessment and AQF certification documentation issuance must be completed, or in the case of a superseded training product, within which the student is transitioned into the replacement training product.
- 2.1.13 Transition Arrangements – details for managing the phasing out of a superseded training package as documented in a Transition Plan.
- 2.1.14 Transition Period – covers the 12 months (or other approved time frame) from the date the new training package is endorsed for publication.
- 2.1.15 VET – Vocational Education and Training.

### **3 POLICY STATEMENT**

- 3.1 The RTO is committed to designing and developing nationally recognised qualifications and units which reflect industry need and demand, and also meet the requirements of national Training Packages.
- 3.2 Qualification and unit development follow an agreed procedure to ensure consistency and high quality, relevant and delivered to high standards, through rigorous development, validation and approval processes.
- 3.3 The various Course Advisory Groups ensure that any new and existing courses under their responsibility have currency and relevancy by taking into account advice from a range of perspectives, including that of relevant training staff, employers, industry reference committees, academic peers and recent graduates.
- 3.4 The RTO planning and practice for training, assessment and delivery focuses on continuous improvement.
- 3.5 In qualification and unit development activities, The RTO complies with all relevant regulatory requirements and standards specified by The Standards for RTOs (2015) and in the AQF.

### **4 PRINCIPLES**

- 4.1 Qualifications and units are developed, approved and reviewed to ensure the quality and relevance of The RTO’s offerings, their alignment with The College strategy, and compliance with The Standards for RTOs (2015).
- 4.2 Qualifications and units are developed and reviewed through its relevant Course Advisory Group taking into account course feasibility, client needs, student needs and industry

feedback. All recommendations from the Course Advisory Groups are submitted to The RTO Committee for review and approval.

- 4.2.1 Qualification and unit design and review takes stakeholder feedback and data derived from various quality assurance activities into account. Wherever qualification and unit content are purchased, due diligence is undertaken in regard to the preferred/chosen supplier and all qualification and unit materials are assessed and contextualised where necessary.
- 4.2.2 New qualifications and units comply with all relevant regulatory requirements and standards. They are:
- developed by appropriately qualified staff
  - receive and integrate feedback from appropriately qualified external academic staff and industry experts
  - and are supported by adequate administrative, physical and technical resources.
- 4.3 Where qualifications and units are required that are not included on The RTO's Scope of Registration, these are approved by the RTO Committee, and the CEO signs the Training and Assessment Strategy. The RTO Committee also approves the subsequent application to the Australian Skills Quality Authority to add them to The RTO's Scope. An application to CRICOS may also be submitted where required.
- 4.4 Where a new Training and Assessment Strategy is developed for qualifications and units already approved on The RTO's Scope of Registration, these are approved by the RTO Committee, and the CEO signs the Training and Assessment Strategy.
- 4.5 Where there are minor variations to an existing Training and Assessment Strategy (for example: changes to training hours, locations, delivery modes and use of new trainers/assessors), these are discussed between the Lead Trainer (or delegate) and RTO Director. The Training and Assessment Strategy will be updated to include the new variation and presented to The College CEO for review and signature approval.
- 4.6 Qualification and unit design is specified with sufficient detail to enable judgement on the quality of the qualification and unit, and for prospective students to compare offerings from different providers and make an informed choice.
- 4.7 All qualifications and units offered by The RTO are subject to ongoing monitoring and evaluation of qualification and unit content, assessment and delivery mechanisms.
- 4.7.1 With oversight of the relevant Course Advisory Group, qualifications and units are reviewed regularly within a period of no greater than twelve (12) months, against a set of indicators of performance, and at least every five (5) years, by way of a formal review. Reviews take into account the aims and learning outcomes of the qualifications and units in which they are offered and risk indicators arising from consideration of student results, attrition and completion rates, and the evaluation of teaching.

- 4.7.2 After the five-year review or an interim review, qualifications, units and assessments may be amended, approved or withdrawn as recommended by the designated Course Advisory Group. Any recommendations are presented to The RTO Committee for approval.
- 4.8 The RTO may discontinue or terminate a qualification and unit where the qualification and unit is:
  - 4.8.1 no longer viable and The RTO does not consider that the qualification and/or unit warrants continuation; or
  - 4.8.2 to be replaced by another qualification and/or unit, and that replacement has been approved.
- 4.9 Staff and students are consulted about any proposal/requirement to discontinue or terminate a qualification and/or unit to ensure that all implications are considered.
- 4.10 Qualifications and units are discontinued without disruption to student experience and managing reputational risk. Qualification and unit changes do not disadvantage current students.
  - 4.10.1 Where qualifications and units are revised or replaced, revisions will be managed to minimise the impact on students.
  - 4.10.2 Where a qualification or unit is withdrawn, effective teach-out or transition plans will be developed and implemented to ensure enrolled students are not disadvantaged.
  - 4.10.3 The RTO establishes and adheres to transition arrangements for existing students and those students who may be enrolled during a transition period.
  - 4.10.4 The RTO manages its scope of registration to transition from superseded Training Packages within 12 months of its publication (or other approved time frame) as listed on the national register in order to only deliver currently endorsed Training Packages and currently accredited qualifications and units.
  - 4.10.5 Where a qualification or unit is no longer viable and The RTO does not consider that the qualification and/or unit warrants retention, an application is made to the Australian Skills Quality Authority to remove it from The RTO's Scope of Registration.

## **5 ROLES AND RESPONSIBILITIES**

- 5.1 The RTO Committee is responsible for:
  - 5.1.1 All academic matters related to the development, approval, review and withdrawal of qualifications and units.
  - 5.1.2 Approving or endorsing qualification and unit proposals and reports.

- 5.2 The RTO Director will initiate proposals and lead the development of new qualifications and units.
- 5.3 The various Course Advisory Groups are responsible for providing oversight of the educational quality, delivery and management of their designated qualifications and units by:
  - 5.3.1 Ensuring rigorous scrutiny of designated qualifications and unit development, approval, review and withdrawal proposals and reports.
  - 5.3.2 Providing advice to The RTO Committee in relation to new qualifications and units proposals.
  - 5.3.3 Reviewing their designated qualification and unit data, and contribute to annual qualifications and units reports on the alignment of their designated qualifications and/or units to the relevant discipline, profession and industries.
  - 5.3.4 Providing input into the review of designated qualifications and units.

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### STATUS AND DETAILS

<b>Status</b>	Current		
<b>Version</b>	1		
<b>Effective Date</b>	10 March 2021		
<b>Review Date</b>	10 March 2024		
<b>Approval Policy</b>	The College Senior Management Team		
<b>Governing Authority</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The RTO Committee		
<b>Unit Responsible</b>	The College Registered Training Organisation		
<b>Enquiries Contact</b>	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
<b>Available On</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>Policy Code</b>	POL_ACA_001		
<b>Policy Category</b>	Academic		
<b>Related Documents, including Legislation/Policies/Procedures</b>	<p>The RTO Quality Assurance and Continuous Improvement Policy</p> <p>The RTO Quality Assurance and Continuous Improvement Procedure</p> <p>The RTO Assessment Policy</p> <p>The RTO Assessment Procedure</p> <p>The RTO Assessment Validation Policy</p> <p>The RTO Assessment Validation Procedure</p> <p>The RTO Student Complaints and Appeals Policy</p> <p>The RTO Student Complaints and Appeals Procedure</p> <p>The RTO Records Management Policy</p> <p>The RTO Records Management Procedure</p> <p>Education Services to Overseas Students Act 2000</p> <p>Education Services to Overseas Students Regulations 2001</p>		

	<p>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007)</p> <p>Australian Quality Framework (AQF)</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p>
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**Summary of Changes from Previous Version**