

Short Courses Policy

Abstract

This policy establishes a framework to assure the academic quality of UTS Short Courses and to outline the requirements for a short course to be recognised for credit in a UTS Award Course.

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Approved by	Academic Board Meeting 11/1, 16 March 2011 Resolution AB 11/09	
	Latest amendment: Director, Governance Support Unit (see change history for details)	
Implementation Officer	Deputy Vice-Chancellor (Education and Students)	
Relevant to	All staff and all students	
Related documents	Short Courses Vice-Chancellor's Directive Council Directives for UTS Commercial Activities Credit Recognition Policy Offshore Policy Privacy Vice-Chancellor's Directive Risk Management Policy Policy on Handling Student Complaints Standing Delegations of Authority UTS Corporate Symbols Application for Use of Logo Guidelines (PDF) UTS Non-Award Certificate Order Form (staff only)	
Legislation	National Vocational Education and Training Regulator Act 2011 (Cwlth) Privacy and Personal Information Protection Act 1998 (NSW) Privacy Act 1988 (Cwlth)	

File number	UR 09/433
Superseded documents	Short Courses Policy (2002)

Contents

1. Purpose
2. Scope
3. Definitions
4. Policy principles
5. Policy statements
6. Roles and responsibilities
7. Acknowledgements
8. Version control and change history

1. Purpose

This policy establishes a framework to assure the academic quality of UTS Short Courses, relevant to the type of short course conducted. It also outlines the requirements for a short course to be recognised for credit in a UTS Award Course.

2. Scope

This policy applies to all UTS activities and staff with regard to the development, delivery and recognition of UTS Short Courses.

The [Short Courses Vice-Chancellor's Directive](#) establishes a framework for responsibility for the strategic direction of UTS Short Courses, through the Short Courses Strategic Group, and for the overall management and central administration of UTS Short Courses through the Short Courses Committee.

3. Definitions

A **UTS Short Course** is a concentrated program of academic study conducted by UTS staff or approved presenters to the UTS standard of academic rigour, relevant to the type of short course conducted. For the purposes of this Policy, UTS Short Courses include UTS Continuing Professional Education and Study Tours. A short course may consist of one or a number of subjects which are normally taken as part of an award course, or may be original in content.

UTS Short Courses may be:

- open entry, members of the public are welcome to enrol, or
- customised for a specific organisation or professional group, or
- developed as a consultancy arrangement or part of an international aid project.

A **Study Tour** usually follows a request to attend the University to attend a formal or informal course of study or program of activities, as visitors. A study tour may include elements common to a short course, including a range of teaching approaches to a group of participants undertaking common learning objectives.

A **Dean** is the person appointed by the University to manage and direct the activities of a faculty including centres or units under the administrative control of the faculty. A Dean may designate an appropriate senior faculty member(s) of staff to exercise part or all of his or her responsibilities under this Policy.

A **Director** is the person appointed by the University to manage and direct the activities of centres or units which do **not** fall within the administration of a particular faculty. A Director may designate an appropriate senior member(s) of staff to exercise part or all of his or her responsibilities under this Policy.

4. Policy principles

The University's intent is to facilitate maximum flexibility for students in relation to their short course studies. Provision has therefore been made for the recognition of a short course for credit in an award course and for accreditation as a vocational course (VETAB accreditation).

The principle which underpins the University's intention is the application of effective quality assurance measures in order to ensure the academic integrity of short courses, relevant to the type of short course conducted. Quality assurance of courses which have accreditation from the NSW Vocational Education and Training Accreditation Board (VETAB) is also governed by the Australian Quality Training Framework (AQTF).

5. Policy statements

5.1 Development and approval of UTS Short Courses

Deans may develop short course proposals which must fall within the academic profile of their faculty or the area of expertise of an approved centre or unit under the administrative control of their faculty. Short courses may be original in content or be a subject(s) extracted from a UTS Award Course.

Directors of centres or units may develop short course proposals which fall within the area of expertise of their centre or unit. Short courses may be original in content or be a subject(s) extracted from a UTS Award Course.

Short course proposals must contain a risk management plan which addresses the requirements of the [Risk Management Policy](#) and comprehensively addresses all academic, financial and other risks. Study Tours may have special risk considerations related to external industry requirements and indemnity for participants and the University.

In accordance with the [Standing Delegations of Authority](#), the approving delegates for short courses are:

- a Dean or Director, in respect to a proposal to conduct a course onshore, and
- the Deputy Vice-Chancellor (Education and Students), in respect to a proposal to conduct a course offshore (the Deputy Vice-Chancellor (Education and Students) may also determine academic and risk management requirements in addition to the relevant faculty's requirements).

Short courses may be approved for delivery for periods up to three years, at which time re-approval is required, re-approval is also required prior to the promotion and delivery of any short course which has been significantly amended.

Only approved short courses may be publically promoted.

5.2 Delivery of UTS Short Courses

UTS Short Courses may be delivered on a full or part-time basis or as a conference, seminar or workshop and it is specifically acknowledged that there is a wide range of permutations which may be employed to deliver short courses, given particular circumstances and/or client needs, including on-line or distance education and delivery at University premises or at other venues.

5.3 Credit recognition

A UTS Short Course may be recognised for credit in a UTS award course if it has been approved in accordance with the requirements of the Credit Recognition Policy.

5.4 Vocational education and training qualifications

A UTS Short Course may be accredited as a vocational course if the course content maps to the standards, elements and performance criteria of the unit(s) of competency in the relevant vocational qualification. Faculties, centres and units seeking Vocational Education and Training (VETAB) accreditation for their short courses must negotiate a partnership arrangement with accessUTS Pty Ltd as a Registered Training Organisation to issue the relevant vocational education and training (VET) qualification.

5.5 Quality management

It is the responsibility of each Dean or Director to ensure the high quality of their short courses, including the effective management of risks and the implementation of appropriate procedures to ensure the continuous improvement of the short courses for which they are responsible. Deans are to utilise existing faculty procedures, as appropriate, to achieve these objectives. Directors are to document their quality management procedures and submit that documentation to the Short Courses Strategic Group for approval every three years.

Deans and Directors are to ensure that their quality management procedures include the following:

5.5.1 Feedback survey

All short course cohorts must be given the opportunity to complete the UTS Short Course Feedback Survey at the conclusion of each short course. The surveys are to be provided to Planning and Quality Unit (PQU) for analysis and the subsequent report must be discussed, as appropriate, and used to direct continuous improvements in the faculty or centre or unit's short course program.

Courses which have accreditation from the NSW Vocational Education and Training Accreditation Board (VETAB) are exempted from the requirement to conduct a UTS Short Course Feedback Survey on the basis that all vocational education providers are required to survey their course participants separately and report vocational outcomes to the relevant State accrediting authority.

5.5.2 Records

Deans and Directors must ensure that appropriate records are kept of short course content and, if applicable, assessment requirements, in addition to a record of short course participants and their levels of attainment. Records must include enough information to allow for future assessment of recognition of prior learning. A record of student attendance only is not adequate.

5.5.3 Expertise and employment of UTS Short Course lecturers

UTS Short Courses may utilise the services of UTS staff or staff employed specifically for the purpose of conducting a specific short course. Deans and Directors are responsible for ensuring that staff (internal or external), who deliver short courses have the necessary disciplinary knowledge and teaching skills to deliver the course to the University's standards.

5.5.4 Academic capability of Short Course students

Deans and Directors must be satisfied that short course students are capable of undertaking study at University level, relevant to the type of short course conducted. A Dean or Director may provide guidance on admission requirements for short course students, in addition and as appropriate to the requirements of UTS rules and policies.

Deans must monitor and assess the enrolment of short course students in award course subjects, and ensure that the quality of award course students' academic experience is not negatively impacted by the inclusion of short course students in those subjects.

5.5.5 Annual report to Academic Board

The Deputy Vice-Chancellor (Education and Students), with the advice of Deans and Directors, will report annually to Academic Board on the quality management of UTS short courses.

The Short Courses Strategic Group may determine appropriate short course quality indicators for faculties, centres and units to frame their monitoring and reporting.

5.6 Complaints

Complaints will be resolved according to the [UTS student complaints policy](#).

5.7 Partnerships and co-branding arrangements

Proposals that include partnership arrangements and/or co-branding of the UTS name must be referred to the Short Courses Strategic Group for consideration. Proposals will be considered on a case-by-case basis and recommendations made by the Deputy Vice-Chancellor (Education and Students) to the Vice-Chancellor.

Any use of the UTS Logo in relation to joint ventures or partnerships between UTS and an external entity is subject to approval by the University Secretary, in accordance with the requirements of the [UTS Corporate Symbols Application for Use of Logo Guidelines](#) (PDF).

5.8 University certificates

Short Course Certificates must meet the requirements set out by the Marketing and Communications Unit in the [UTS Non-Award Certificate Order Form](#) (staff only).

The Dean or Director must sign these certificates, which is the only nomenclature to be used in recognition of short course completion.

6. Roles and responsibilities

The Deputy Vice-Chancellor (Education and Students) is responsible for the implementation of this policy, including providing education to the University community about its operation. The Deputy Vice-Chancellor (Education and Students), with the advice of Deans and Directors, is responsible for reporting annually to Academic Board on the quality management of UTS Short Courses.

Consistent with the Standing Delegations of Authority:

- the Deputy Vice-Chancellor (Education and Students) is responsible for approving proposals to conduct a short course offshore, and
- a Dean or Director (see Definitions in Section 3), is responsible for approving proposals to conduct a short course onshore.

Deans are responsible for the utilisation of existing faculty procedures, as appropriate, to achieve the quality management provisions of this Policy.

Directors are responsible for the documentation of their short course quality management procedures and submitting that documentation to the Short Courses Strategic Group for approval every three years.

Faculty Boards are responsible for providing guidance to their respective faculties on the management of academic quality and academic risk for short courses.

accessUTS is responsible for ensuring that all short course cohorts are given the opportunity to complete the UTS Short Course Feedback Survey at the conclusion of each short course and providing the completed surveys to PQU for analysis.

Planning and Quality Unit is responsible for analysing completed Feedback Surveys and providing the results of that analysis to the relevant Dean or Director.

Deans and Directors are responsible for using the results of the PQU analysis of Feedback Surveys to direct continuous improvements in the faculty, centre or unit's Short Course Program.

The **Short Courses Strategic Group** is responsible for the strategic direction of UTS Short Courses and may issue relevant guidelines and/or procedures, and may determine appropriate quality indicators for faculties, centres and units to frame monitoring and reporting on short courses.

The **Short Courses Committee** is responsible for overall management issues regarding UTS Short Courses, including oversight of the service level agreement with accessUTS.

7. Acknowledgements

None applicable.

8. Version control and change history

Effective date	Version	Approved by, resolution no. (date)	Amendment
13/04/2011	1	Academic Board, AB 11/09 (16/03/2011)	New Policy
23/07/2015	1.1	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.
		Director, Governance Support Unit (GSU) (27/05/2015)	Changes (approved under Delegation 3.17) to update references to the role of Registrar (part of the 2014 restructure).