

PROGRAM DEVELOPMENT AND CURRICULUM REVIEW POLICY



Policy Name	Program Development and Curriculum Review
Policy Number	A012
Approval Authority	Board of Directors Academic Board
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	This policy provides guidelines and rationale for program and unit evaluation and review as part of LCI Melbourne's academic quality improvement cycle
Scope	This policy applies to all full-time and sessional academic staff and to all programs and units offered by LCI Melbourne
Policy Statement	<p>A fundamental goal of LCI Melbourne is to provide each student with the highest standard of education. In order to attain this aspiration, LCI Melbourne has established an ongoing renewal process for its academic programs. This continuous development and modification of programs over time ensures the quality, viability and relevance of the knowledge and skills being offered. The Program Development and Curriculum Review Policy and associated Procedural document outlines the steps involved in the process, which contribute to the regulation of the life cycle of LCI Melbourne programs. More specifically, the Policy aims to:</p> <ul style="list-style-type: none"> ▪ Monitor the development of new programs and the modification of existing ones; ▪ Ensure that the development of new programs or the modification of existing ones is based on substantial and justifiable evidence, including market research and input from field specialists; ▪ Align the development of new programs or the modification of existing ones with the overall goals, requirements and values of LCI Melbourne; ▪ Continually improve the quality of programs; ▪ Frame the principles and regulations involved in the continuation and discontinuation of programs. ▪ To identify the problems, strengths and weaknesses of a program; ▪ To identify and implement appropriate modifications that enable action; ▪ To publicly verify the quality of the program.

	In addition, LCI Melbourne regularly reviews and assesses the quality of the teaching and learning experience. A formal review serves to evaluate the level of attained educational aims and learning outcomes; identify areas where performance may be improved; and recommend strategies for improving performance.	
Definitions	Program	In the context of this policy, a Program refers to an academic qualification which results in an Australian Qualifications Framework (AQF) level award, such as a Diploma or Bachelors Degree.
	Unit	A unit of study that bears credit points which may be accumulated toward the completion of an academic award/program.
	Curriculum	A document that details the proposed learning objectives, assessment and agenda of study topics to be undertaken over the course of a unit.
Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2001 Australian Qualifications Framework (AQF) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Support Act 2003 Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)	
Key Related Documents	Learning and Teaching Policy Learning and Teaching Procedure Assessment Policy Assessment Procedure Transition and Teach-Out Policy Transition and Teach-Out Policy Admission Policy Admission Procedure Academic Grievance and Complaints Policy Academic Grievance and Complaints Procedure Academic Credit & RPL Policy Academic Credit & RPL Procedure Enrolment Terms and Conditions	
Date Approved		
Date of Commencement		

Date for Review					
Documents superseded by this Procedure	Course Development and Modification Course Evaluation Unit Review				
Amendment History	Version	Authored by	Description of Changes	Date Approved	Effective Date
	1.0	Academic Dean	New Policy – adapted from LaSalle Vancouver	December 2017	13 December 2017
	2.0	Academic Manager	New Policy and Procedure document	January 2021	January 2021
Signed and dated for LCI Melbourne					

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Students Dean and Principal Academic Manager Admissions Student Experience