



Course Development Policy

V2.1 May 2024

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1. Overview

La Trobe College Australia is committed to ensuring it is responsive to market and industry demand and to this end, periodically reviews its suite of course offerings to make it more attractive for prospective students.

2. Concept Paper

If a new course opportunity is identified, a concept paper is developed for consideration by the senior management team in the first instance. In considering the concept paper, senior management takes into account:

- alignment with the La Trobe College Australia Strategic Plan
- industry and market demand to ensure course sustainability
- physical and human resources required to develop and offer the course.

3. Discussion with University Partner

If the concept paper is received favourably, a discussion is initiated with senior staff at the partner university to establish:

- level of support at senior level to the course
- **alignment with the University's strategic direction**
- potential articulation pathways
- availability of discipline-specific expertise to assist with development.

4. Course Development

If the concept paper is received favorably by the partner University, a process is initiated by the La Trobe College Australia College Director and Principal in consultation with the Academic Director and the Director of Marketing and Admissions, which engages relevant University faculty staff and professional body representatives to develop a course proposal which:

- utilises curriculum developed by the partner university, which La Trobe College Australia is licensed to use under the La Trobe College Australia Agreement between Navitas Bundoora Pty Ltd trading as La Trobe College Australia and La Trobe University
- ensures a coherent body of discipline knowledge which delivers learning outcomes matching AQF descriptors for an award at that level
- meets all other criteria established by the AQF including duration, workload, admission requirements
- ensures learning outcomes comparable to that of an Australian university offering at that level
- identifies an articulation pathway to relevant university degree courses
- identifies physical and human resources required to deliver and to promote the course

5. Notification and Approval Process

The detailed course proposal is then sent to the La Trobe College Australia Academic Board for consideration and approval, before being submitted to TEQSA. The La Trobe College Australia Academic Board has delegated authority to oversee the academic quality assurance of La Trobe College Australia programs delivered by La Trobe College Australia in Melbourne and La Trobe University Sydney Campus (Diplomas and Foundation Studies). As stated in the terms of reference,

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This document is current at 10 May 2024

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V2.1

Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEQSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEQSA PRV12132 – Australian University, CRICOS Code 00115M

the key areas of responsibility of the Board are the approval of new programs; the approval of major changes to existing programs; the noting of minor changes to existing programs and oversight of academic quality.

The Academic Board informs the Joint Management Committee of **the Board's** approval of the proposal and subsequent submission to TEQSA.

The Joint Management Committee has a threefold purpose to a) oversee the management of the relationship between Navitas and La Trobe University; b) provides a forum for dialogue and a vehicle for advancing the mutual interest of the parties through strategic planning initiatives and the development of synergistic relationships; and c) oversee and provide a forum for discussion on operational matters related to La Trobe College Australia and La Trobe University Sydney Campus.

La Trobe University	La Trobe College Australia	TEQSA
	1. Identification and consideration of a new course by senior management team.	
	2. Concept paper discussions between the CDP/ Academic Director/Director of Marketing and senior management from La Trobe International and the relevant university Faculty.	
	3. Establishment of Course Development Committee and development of full course proposal for consideration.	
	4. La Trobe College Australia Academic Board approval.	

5. La Trobe College Australia-La Trobe University Joint Management Committee notification of Academic Board approval and submission to TEQSA.		5. TEQSA accreditation application process.
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Policy Title	Course Development Policy	
Policy Owners	College Director and Principal	
Key Stakeholders	LTCA Academic Board; LTCA-LTU Joint Management Committee; Course Advisory Committees	
Approval Body	Joint Management Committee	Agenda item 5 Approved on 31 August 2011
	LTM Executive Committee	April 13 2015
	LTM Academic Board	April 7 2017
	LTM Academic Board	April 30 2018
	LTCA Executive Committee	October 31 2018
	LTCA Academic Board	May 2 2019
	LTCA Academic Board	April 30 2021
	LTCA Academic Board	May 2024
Relevant Legislation		
Related Policies		
Related Guidelines		
File information		Version number V2.1
Date Effective	10 May 2024	Next Review Date April 2026
AMENDMENT HISTORY		
Revision Date	Version	Summary of changes
12/7/18	1.2	College name change to LTCA
22/3/21	2.0	Confirmed process of approvals to courses Stakeholders confirmed Refined structure and language of policy Updated relevant legislation
May 2024	2.1	Further refined sentences and updated footer