



UNITS POLICY

Responsible officer	Director of Teaching Learning
Contact	Geoff Treloar gtreloar@actheology.edu.au
Approved by	Coursework Committee
Responsible Body	Coursework Committee
Approval date	April 2019
Effective date	Semester 1, 2020
Review date	April 2021
Superseded documents	
Related documents	Assessment Policy, Bibliographies Policy, Courses Policy, Rules for the Delivery of Units in Various Modes, Units Approval Procedure, Unit Review Procedure
Student Lifecycle Stage/s	

1. PURPOSE

To establish: 1) the qualities and standard required of ACT coursework units; and 2) the processes for the development, approval and review of units to assure the ACT, its students and stakeholders of the quality of its teaching and learning.

2. DEFINITIONS

Affiliation Agreement is the document which sets out the reciprocal obligations between the ACT and an affiliated college.

Affiliated College is an institution approved to offer an accredited higher education award of the ACT.

Alignment is consistency between the stated intentions of learning and teaching, the learning and teaching activities and assessment. Alignment is achieved when teaching and learning activities are designed to achieve the stated intentions (**learning outcomes**) and assessment tests the level of achievement of the stated intentions.

AQF is the *Australian Qualifications Framework*. Every accredited course in the Australian higher education sector must comply with the requirements of the AQF.

AQF level is an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. It is used to describe courses of study by the *Australian Qualifications Framework (AQF)*.

Assessment is the evaluation and measurement of student performance.

Assessment instrument is an essay, exam or other exercise used to assess student performance.

Course see **Course of Study**

Course Learning Outcomes (CLOs) are **Learning Outcomes** for **courses of study**.

Course of Study is a course of **units** that lead to an **award** given by the **ACT**.

Coursework is work done by a student within a **unit** of study to a set curriculum and assessment schedule.

Coursework Committee is the ACT committee with oversight of coursework units.

Credit point is a point awarded for study. Each **unit** comprises a set amount of credit points, and a **course of study** will require a set number of credit points for completion. One credit point equates to 1/32 of an annual full-time student load.

Field of Study is an academic discipline or area of knowledge that is taught and researched within higher education.

Graduate Attributes are the generic qualities and capacities developed in students by taking a **course of study**. They are a mix of cognitive and operational skills, personal attitudes and dispositions, and values and commitments that reflect the aspirations and ethos of the teaching institution.

HESA 2003 stands for the *Higher Education Support Act (HESA) 2003*.

HESF (2015) is the Higher Education Standards Framework (Threshold Standards) 2015.

Learning Outcomes are statements of what a student should have achieved by completing a **unit** or **course of study**. Learning outcomes specify what a student is expected to: i. know and understand, ii. be able to do, and iii. become as a result of taking the course and/or the unit.

Moderation is a process that ensures quality and consistency in assessment across **affiliated colleges**. The process follows the *Moderation Policy* and *Moderation Procedure*.

Paradigm is the Paradigm EMS (Education Management System), a web-based student management system available to the ACT Office and all affiliated colleges, used to maintain the ACT student records.

Unit is a block of study in a particular field.

Unit Learning Outcomes (ULOs) are **learning outcomes** for **units**.

3. SCOPE

This Policy applies to all coursework units of study approved for delivery in the accredited courses of the ACT.

4. POLICY STATEMENT

The ACT will provide quality-assured units of study that contribute to the achievement of the purpose and learning outcomes of its courses and to the development in students of the Graduate Attributes.

5. PRINCIPLES

5.1 Qualities of Approved Units

5.1.1 Units are to be understood primarily as a component of an ACT course.

5.1.2 Each unit will be aligned with and contribute to the achievement of the learning outcomes of the course in which it is undertaken and to the development in students of the Graduate Attributes.

5.1.3 Each unit will have a clearly stated purpose related to the course rationale of the course(s) it services.

5.1.4 Each unit will be designed to achieve knowledge and understanding and skills at a specified AQF level.

5.1.5 Each unit will be assigned to one of the fields of study into which the ACT curriculum is divided and will provide knowledge and skills related to this field of study.

5.1.6 The content and design of each unit will be shaped by current scholarship and pedagogy.

5.1.7 Each unit will have a title and unique code.

5.1.8 Each unit will have unit learning outcomes aligned with the learning outcomes of the course(s) it services.

5.1.9 The learning outcomes of each unit will be assessed by tasks that conform with the ACT Assessment Policy.

5.1.10 The standard volume of learning for units will be 150 hours for 12 credit points.

5.1.11 Units of a non-standard volume may be approved provided that such units are able to form part of the sequence leading to an award of the ACT.

5.1.12 Each unit will be capable of delivery in all modes (in line with the 'Rules for the Delivery of Units in Various Modes').

5.2 Approval and administration

5.2.1 The approval and maintenance of units will be the responsibility of the Coursework Committee acting for the Academic Board of the ACT.

5.2.2 Units will be approved by the 'Unit Approval Procedure' established by the Coursework Committee.

5.2.3 The 'Unit Approval Procedure' may be altered by the Coursework Committee provided that alterations are consistent with the 'ACT Units Policy'.

5.2.4 Approved units will be included in the ACT common curriculum.

5.2.5 The ACT will create a Unit Record on Paradigm. The Unit Record will include: title; teaching field; a unit code containing the unique content identifier, AQF level, and volume of learning expressed as a credit point value; pre- and co-requisites; exclusions; purpose; pedagogy (teaching aims); content outline; unit learning outcomes; indicative bibliography.

5.2.6 Information about the purpose, content and learning outcomes of each unit will be made available to current and prospective students on the ACT website.

5.2.7 Affiliated colleges may provide additional information about a unit without further ACT approval on condition that no such information is at variance with the approved Unit Record.

5.2.8 Delivery of a unit by an Affiliated College will be in accordance with the Affiliation Agreement of the College and the ACT Moderation Policy and Moderation Procedure.

5.3 Currency and Review

5.3.1 Units will normally be current for five years.

5.3.2 Units will be reviewed for viability and currency following the approved 'Unit Review Procedure' *at least* once every five years.

5.2.3 The 'Unit Review Procedure' may be altered by the Coursework Committee provided that alterations are consistent with the 'Units Policy'.

5.3.4 Units may be revised from time to time with the approval of the Coursework Committee.

5.3.5 Units which have not been delivered for four years will be archived.

6. Related Documents and Legislation

Assessment Policy

Bibliographies Policy

Courses Policy

Higher Education Standards (2015)

Learning Outcomes – Principles and Rules

Moderation Policy

Moderation Procedure

Rules for the Delivery of Units in Various Modes

Units Approval Procedure

6. REFERENCES

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
---------	-------------	---------------	----------------	--------------

1	Coursework Committee	April 2019	Semester 1, 2020	