

James Cook University Australian Qualifications Framework Transition Procedures 2014

Purpose

To guide the implementation arrangements of the Australian Qualifications Framework (AQF) (2nd ed, 2013) at James Cook University.

Background:

All requirements of the AQF are to be met by 1 January 2015. This document sets out the implementation and transition procedures for JCU from 1 January 2014 to 31 December 2014. It updates the previously approved (by the JCU Academic Board) AQF transition procedures to meet internal and external deadlines for 2014.

'From 1 January 2015, all new enrolments will be in qualifications that meet the requirements of the AQF. From this date, students already enrolled in qualifications may complete the qualification in which they are enrolled or may transfer without disadvantage to an equivalent qualification that meets the requirements of the AQF. Authorised issuing organisations will have publicly available policies or procedures to assist with this transition' (AQF 2013, Implementation Arrangements, p.103).

Scope

All courses approved by James Cook University's Academic Board.

Related Legislation and Frameworks

- Australian Qualifications Framework (2nd ed, 2013)
- Commonwealth of Australia Tertiary Education Quality and Standards Agency Act 2011
- Higher Education Standards Framework (Threshold Standards) 2011

Issue	Description of issue	Action	Responsibility	Timeline	Progress and comments
<p>1. Qualification Titles</p> <p>Definition: “the nomenclature used for an AQF qualification that denotes the type, level and field of study/discipline of the qualification” (AQF p.99)</p>	<p>Qualification titles must comply with the requirements of the AQF as set out in clause 2.3 of the AQF Qualifications Issuance Policy: see AQF, page 72.</p> <p>A bulk update has been made to change Postgraduate Certificates to Graduate Certificates; however there are some courses that have nomenclature that is inconsistent with the requirements of the AQF Qualifications Issuance Policy.</p>	<p>The Standards Directorate has highlighted courses that have nomenclature issues for LBCA, AESS, FSE and MHMS and have liaised with ADTLs to devise Faculty based plans.</p>	<p>Course Coordinator</p> <p>PVC</p> <p>Standards</p> <p>SAAS</p> <p>ADTLs</p> <p>Consult with International Office re impact on CRICOS (name changes require registration as a new course)</p> <p>Education Committee</p> <p>Academic Board</p>	<p>Amendments to Qualification titles to be endorsed by Faculty PVC.</p> <p>Education Committee 1-14: 24 February 2014 (or Research Committee 25 Feb 2014).</p> <p>Academic Board 1-14: 17 March 2014.</p>	
<p>2. Marketing publications</p>	<p>The AQF advises: Qualification [Award] title is the preference for advertising and use on testamurs.</p>	<p>Courses have been identified.</p>	<p>Marketing & Engagement</p> <p>Consult with International Office re impact on CRICOS [ESOS requires that marketing uses the CRICOS registered name]</p>	<p>Marketing to use any amended qualification titles in publications from 17 March 2014, once approved by AB (refer to issue 1 above).</p>	
<p>3. QTAC</p> <p>(Reminder for any changes that were not completed in 2013)</p>	<p>QTAC changes are required by Wednesday 19 March 2014. These include: Course title, course outline, duration, FT/PT, mid-year, any majors listed, combined degrees available.</p>		<p>Course Coordinator</p> <p>PVC</p> <p>ADTL</p> <p>Education Committee</p> <p>Academic Board</p>	<p>Education Committee 1-14: 24 February 2014 (or Research Committee 25 Feb 2014).</p> <p>Academic Board 1-14: 17 March 2014.</p>	

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4. Identification of course learning outcomes for ALL courses¹ AQF levels 5-10	All courses are to articulate learning outcomes at an appropriate cognitive demand relevant to knowledge, skills and application of knowledge descriptors in the AQF.	Standards has highlighted courses that do not currently have approved CLOs for MHMS, AESS, FSE and LBCA and met with ADTLs in January 2014. FSE PG CLOs pending.	ADTL PVC Academic Developer Faculty Committees Education Committee Academic Board	CLOs to be approved by Faculty Board of Studies, ready for noting at the 3-14 Education Committee meeting: 2 June 2014 or Research Committee: 3 June 2014. Academic Board 3-14 for noting: 23 June 2014. CIMS materials deadline for CLOs: 24 April 2014 for undergraduate, postgraduate and research.	Dec 2013: Any CLOs already approved at Faculty level will be approved through an expedited process to assist with meeting internal deadlines. Executive Minute prepared for FSE, MHMS and signed by DVCA (Dated 17 December 2013) and Executive Minute prepared for AESS 19 January 2014.
5. Volume of learning for all courses AQF levels 5-10		MHMS ADTL has confirmed volume of learning (CW) with course coordinators. Standards has highlighted courses where volume of learning is still to be confirmed as AQF compliant. ADTL confirmation of volume of learning is required, Standards met with ADTLs in January 2014.	Course Coordinator ADTLs Faculty Committees Education Committee Academic Board Standards International - Consult with International Office re impact on CRICOS (changes to volume of learning that impact on duration may require a new CRICOS application if the change in duration is significant) Dean Graduate Research School	Under-grad courses: Education Committee 1-14: 24 February 2014 (or Research Committee 25 Feb). Academic Board 1-14: 17 March 2014. Post-grad courses Education Committee 2-14 or Research Committee 2-14	When a program changes its volume of learning by extending or shortening its duration, the new duration applies only to students admitted subsequent to the change being approved.

¹ While Course Learning Outcomes are required as part of AQF compliance, detailed mapping and assurance of learning is required under the TEQSA Threshold Standards
This document has been endorsed by Education Committee and is awaiting approval from Academic Board 17 March 2014

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6. Diplomas	Disestablish existing Diplomas Introduce new Diploma of Higher Education (Stream)	ADTLs to follow up to ensure disestablishment. TLD to ensure course approval process is completed in timely manner for submission. RAM/new University structure to confirm location of new Diploma	TLD, Diploma Working Group members Faculty Committees Education Committee Academic Board Taskforce	Diploma disestablishment: Education Committee 1-14: 24 February 2014, Academic Board 1-14: 17 March 2014. New course approval paperwork due to Education Committee 2-14	
7. Non- AQF qualifications	Non-AQF qualifications are identified in the TEQSA Threshold Standards as needing to meet a specific set of criteria.	Standards is developing a paper which will be available at the 1-14 Education Committee meeting to identify JCU's non-AQF qualifications and a proposed response.	Standards ADTLs PVCs	Standards Paper due to Education Committee 1-14	
8. Articulation and credit agreements	Maintain publicly available, widely promoted and easily accessible registers of articulation and credit arrangements for students that are consistent with the responsibilities outlined in clause 2 on page 76 of the AQF Qualifications Pathways Policy. See further clause 2.1.1 and 2.1.2.	Revise and update publicly available records for articulation and credit arrangements ensuring they are consistent with AQF. Ensure Admissions Policy reflects any credit arrangements. All courses to be reviewed to ensure credit allowances comply with the requirements of the AQF Qualifications Pathways Policy.	SAAS Faculty Registrars	A publically accessible register of articulation and credit arrangements is available. Policy checks by 1 April 2014.	

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9. Teach-out plan for non-compliant courses	Continuing students enrolled in non-compliant courses as at 1 January 2015 may complete their course in which they enrolled or transfer without disadvantage to an equivalent qualification that meets the requirements of the AQF. Publically available transition procedures must be available.		ADTLs PVCs Education Committee Note that CRICOS registration for discontinued courses will be cancelled after teach out complete.	Discontinuations to Education Committee 2-14: 31 March 2014. Teach out plans	
10. Certification of existing course compliance with AQF	Uncertainty around dates when a course actually has become/will become compliant.	Standards has produced a document for PVCs to complete, and is conducting a sector scan.	PVC Education Committee Academic Board	Academic Board 3-14: 23 June 2014.	
11. Research component-Masters coursework	The research component in Masters by coursework must meet the specification and criteria required by the AQF.	Review Masters by coursework to ensure AQF compliance in relation to the 'research' component	PVC Course Coordinator ADTLs Dean Graduate Research Studies Education Committee Academic Board	To be approved by Faculty Board of Studies, ready for the 3-14 Education Committee: 2 June 2014. Academic Board 3-14: 23 June 2014. CIMS materials deadline: 24 April 2014	
12. Research component-Honours	The research component in all Honours degrees must meet the specification and criteria required by the AQF.	Review Honours degrees to ensure AQF compliance in relation to the 'research' component	PVC Course Coordinator ADTLs Education Committee Academic Board	To be approved by Faculty Board of Studies, ready for the 3-14 Education Committee: 2 June 2014. Academic Board 3-14: 23 June 2014. CIMS materials deadline: 24 April 2014	

13. Advanced Standing and credit arrangements	Compliance with the AQF Qualifications Pathway Policy may mean that an update of JCU's current arrangements is required.	Check that advanced standing and credit arrangements comply with the requirements of the <i>AQF Qualifications Pathways Policy</i> .	Faculty Registrars	June 2013	
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Related policies

Admissions Policy

HDR Admissions Policy

Accreditation of Courses and/or Disciplines

Articulation Agreements - Guidelines for Establishment and Review

Courses, Majors and Subjects - Approval Process

Honours Assessment and Postgraduate Coursework Awards Policy

Learning, Teaching and Assessment Policy

Sponsor:

Deputy Vice-Chancellor - Academic

Approval authority:

Academic Board

Version no:

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Date for next review:

October 2014