

## Course Structure Policy

### 1. Purpose

The purpose of this policy is to provide the framework for the structure of Diploma, Associate Degree and Bachelor courses and the conditions for those awards. This policy ensures that Australian School of Accounting (ASA) course structures comply with the Australian Qualifications Framework (AQF) at the relevant levels.

### 2. Scope

This policy applies to all courses that ASA offers: Diploma of Commerce, Associate Degree in Commerce, Bachelor of Commerce and Bachelor of Professional Accounting.

### 3. Policy

All qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the relevant AQF Level Criteria and the respective specification.

Graduate Award	AQF Level
Diploma in Commerce	AQF Level 5
Associate Degree in Commerce	AQF Level 6
Bachelor of Professional Accounting/Bachelor of Commerce	AQF Level 7

#### Diploma of Commerce

The purpose of the Diploma in Commerce qualification at ASA is to:

1. qualify a student's performance against the relevant AQF Level (5); and
2. provide a pathway for further learning, for instance, entry into an Associate Degree in Commerce or Bachelor Degree; and
3. provide an exit qualification for students who meet the requirements of an embedded lower level qualification.
4. include a core curriculum at a foundation level.

#### Associate Degree in Commerce

The purpose of the Associate Degree in Commerce at ASA is to:

1. qualify a student's performance against the relevant AQF Level (6);

2. provide a pathway for further learning, for instance, entry into Bachelor Degree; and
3. provide an exit pathway for students who meet the requirements of an embedded lower level qualification.
4. include a core curriculum at both foundation and intermediate levels.

## Bachelors

The purpose of the Bachelor qualifications at ASA is to:

1. qualify a student's performance against the relevant AQF Level (7), which applies a broad and coherent body of knowledge and skills in a range of contexts.
2. qualify graduates to undertake professional work and can provide a pathway for further postgraduate learning.
3. provide professional experience and the opportunities for work integrated learning at the end of the course.
4. include the core curriculum, which emphasises a foundation level, an intermediate level and an advanced level for both critical thinking and ethical decision-making.

### 4. Standard credit point value

The standard credit point value of each unit is ten (10). Total credit points for courses are described below.

#### Credit point requirements and length of course

Each course leads to an award where students must meet the minimum credit point (CP) value for that award. All courses must comply with Australian Qualifications Framework (AQF) as outlined in the table below:

Award	Minimum Total CP	Min. duration of Full Time study	Comments
Diploma in Commerce	80 cp	Four quadmesters	
Associate Degree in Commerce	160 cp	Eight quadmesters	
Bachelor of Professional Accounting or Bachelor of Commerce	240 cp	Fast quadmesters Normal Quadmesters	Includes Diploma and Associate Degree where embedded in the Bachelor

#### Project component or work integrated learning

The project and/or work integrated learning component of a coursework degree must be structured in accordance with the relevant guidelines, procedure and policies.

## **5. Prerequisites**

Prerequisites must only be used in cases where there is a clear requirement for learning outcomes to have been achieved before the next unit can be taken.

## **6. Exit Provisions**

Where an articulated cluster of qualifications exists, a candidate who, enrolled directly into a higher-level course and does not complete the course requirements, may be awarded a lesser qualification if the requirements for such an award are fulfilled.

## **7. Assessment (including allocation of grades)**

The provisions of the *Student Assessment Policy* apply to the assessment and assessment grades in any course.

## **8. Specific Related Documents**

*Study Pattern over 4 awards*

*Work integrated Learning Procedure*

## **9. Relevant Legislation**

*Higher Education Standards Framework 2015*

## 10. Version Control

Document		Course Structure Policy			
Approved by		Academic Board		Date: 04 November 2020	
Version #	2.0	Replaces Version	1.1	Academic Board approval	
	1.1		1.0	Governance restructure	
	1.0		0.4		
	0.4		0.3	Administrative review	
	0.3		0.2	Academic Board review Styling Next review	2021
	0.2		0.1	Academic Board review	

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<b>Related Documents</b>	<i>Course Design, Development, Review and Approval Policy</i> <i>Student Assessment Policy</i> <i>Work Integrated Learning Policy</i>