

CONTINUING AND EXTRA-CURRICULAR EDUCATION PROCEDURES 2022

Issued by: Deputy-Vice Chancellor (Education)
Dated: 15 November 2022 (commencing 1 January 2023)
Last Amended: 5 May 2023 (administrative amendments)
Name: Professor Joanne Wright

PART 1 – PRELIMINARY AND DEFINITIONS

1 Name

This is the Continuing and Extra-Curricular Education Procedures 2022.

2 Purpose and application

- (1) These procedures are to give effect to the [Continuing and Extra-Curricular Education Policy 2022](#) (“the policy”).
- (2) These procedures apply to the provision of all continuing education and extra-curricular education.

3 Commencement

These procedures commence on 1 January 2023.

4 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the [policy](#).

Note: See clause 6 of the policy.

(2) In these procedures:

- dean** includes, where appropriate:
- an Executive Dean;
 - a Head of School and Dean of a University school; or
 - the head of an academic unit within the portfolio of a Deputy Vice Chancellor.
- unit** means either an academic unit or specialist unit, as they are defined in in the [policy](#).

PART 2 – CONTINUING EDUCATION

5 Reporting and review

- (1) The annual reports to the Non-Award Subcommittee by heads of units, Deans or faculty boards:
- (a) should be made in this [form](#);
 - (b) must address:
 - (i) the number of new courses;
 - (ii) the number of re-approved courses;
 - (iii) the total number of courses, including courses offered in partnership with the Centre for Continuing Education, for which the relevant faculty or unit has governance responsibility;
 - (iv) the number of enrolments by course;
 - (v) the academic quality of courses;
 - (vi) the strategic alignment of courses; and
 - (c) must include an annual income statement setting out:
 - (i) total revenue;
 - (ii) total expenses; and
 - (iii) where applicable, a course-by-course breakdown of direct revenue and direct expenses, including each responsibility centre, project code and account class.
- Note:** See subclauses 11(4)–(6) of the [policy](#).
- (2) The Non-Award Subcommittee must:
- (a) review annual reports it receives; and
 - (b) provide a summary report to the University Executive Strategic Course Portfolio Committee, including recommendations where appropriate.

- (3) The annual report of the Non-award Subcommittee about the quality and strategic alignment of continuing and extra-curricular courses must include recommendations.

Note: See subclause 11(7) of the [policy](#).

- (4) The University Executive Strategic Course Portfolio Committee or University Executive Education Committee may direct the Non-Award Subcommittee to conduct reviews of the strategic alignment, sustainability, or quality of continuing education courses which the Subcommittee has approved.

6 Centre for Continuing Education course review and approvals

- (1) Centre for Continuing Education courses offered in partnership with a faculty or University school must be endorsed by the relevant faculty Education Committee before being considered for approval by the Dean.

Note: See the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2019](#), Parts 3A and 6A.

- (2) The membership of the Non-Award Subcommittee must include, but is not limited to:
 - (a) the Academic Director, Post Bachelor and Continuing Education; and
 - (b) the Head, Centre for Continuing Education.
- (3) The Chair of the Non-Award Subcommittee will be appointed by the University Executive Strategic Course Portfolio Committee on the recommendation of the Chair of the University Executive Strategic Course Portfolio Committee.

7 Risk management

- (1) When considering safety and risk for the purposes of approving a course under clause 10 of the [policy](#), the decision maker must be satisfied that potential risks are identified and appropriate mitigation strategies proposed.
- (2) Potential risks that must be assessed include, but are not limited to:
 - (a) whether the course involves working with members of the community such as medical patients;
 - (b) whether the course involves working with children or vulnerable adults;
 - (c) whether the course involves working with dangerous materials or hazardous substances;
 - (d) whether the course involves working with animals; and
 - (e) whether the course requires ethics approval.
- (3) If a course is proposed to be delivered with or using the services of external parties, the decision maker must be satisfied that the requirements of the [Educational Services Agreements Policy 2017](#) have, or will be, met before approving it.

Note: See the [Continuing and Extra-Curricular Education Course approval template](#)



8 Student records

- (1) Faculties or units offering continuing education or extra-curricular education must keep records of each enrolled student's:
 - (a) name;
 - (b) course code or course name;
 - (c) enrolment date;
 - (d) course completion date;
 - (e) certificate of attendance, if issued;
 - (f) whether continuing professional development points were issued for undertaking the course (where this is known and validated); and
 - (g) assessment results if applicable.

Note: See [Recordkeeping Policy 2017](#).

PART 3 –MICROCREDENTIALS

9 Process for approving microcredential courses

- (1) All new microcredential course proposals must specify:
 - (a) the course name;
 - (b) the target audience for the course;
 - (c) the intended mode of delivery;
 - (d) any assumed knowledge or admissions criteria;
 - (e) the course learning outcomes;
 - (f) how the course learning outcomes are aligned with or contribute to the achievement of learning outcomes specified for qualifications at AQF Level 8 or above;
 - (g) details of the intended assessment process;
 - (h) how assessment is designed to demonstrate course learning outcomes and to be consistent with the maintenance of academic integrity;
 - (i) the expected volume of learning, including class time, private study, assessment and assessment preparation;
 - (j) for a credit eligible microcredential:
 - (i) the specified award courses a successful student may enrol in;
 - (ii) the amount of credit a successful student can count towards an award course; and
 - (iii) the specified period of time that credit is to be available.
 - (k) requirements for successful course completion;
 - (l) the qualifications, expertise and experience of the individuals delivering the course;



- (m) proposed fees and any other charges that learners may be liable for; and
 - (n) how the course is aligned with University and, where appropriate, faculty or school strategy.
- (2) The Non-Award Subcommittee may consider a course proposal in parallel with any faculty endorsement process and provide a conditional course endorsement that is subject to any required endorsements.
- (3) The Deputy Vice-Chancellor (Education) will maintain a register of approved microcredential courses.

10 Microcredential course outlines

- (1) A course outline must be provided to all participants enrolled in a microcredential before the course commences.
- (2) All microcredential course outlines must contain:
- (a) a concise statement of the learning outcomes;
 - (b) details of any assumed knowledge;
 - (c) how participants will access learning materials;
 - (d) details of the methods of assessment used, linked to relevant learning outcomes;
 - (e) requirements for successful course completion;
 - (f) where the course is credit eligible:
 - (i) the specified award courses a successful student may enrol in;
 - (ii) the amount of credit a successful student can count towards an award course; and
 - (iii) the specified period of time for which credit is to be available.
 - (g) details of any external accreditation;
 - (h) contact details for any queries regarding the course; and
 - (i) a statement that the microcredential is not a higher education award and is not a qualification recognised under the Australian Qualifications Framework.

11 Advertising and offering microcredential courses

- (1) No new microcredential course may be advertised or offered until approval has been obtained, as specified in clause 10A of the [policy](#).
- (2) No microcredential course may be advertised as meeting any external standards until all necessary approvals have been obtained.
- (3) When advertising a microcredential course, prospective participants must be able to access information about the course including:
- (a) the course outline;
 - (b) any admissions criteria, if relevant;
 - (c) the mode of delivery of the course;



- (d) the time and, if relevant, location of any in-person or synchronous course component;
 - (e) the language of instruction of the course, if not English;
 - (f) fees payable for the course;
 - (g) any other charges that may be payable to successfully complete the course;
 - (h) details of how to enrol in the course;
 - (i) contact details to seek further information about the course; and
 - (j) links to relevant University policies and any terms and conditions.
- (4) Each time a microcredential course is offered, course materials should be reviewed before being made available to participants.

12 Digital badges

- (1) Digital badges issued for microcredential courses:
- (a) will be created by the office of the Deputy Vice-Chancellor (Education);
 - (b) will display the course name; and
 - (c) may be differentiated in design according to whether or not it is a credit eligible microcredential; and
 - (d) may be issued to successful students by the faculty or unit offering the course.
- (2) A digital badge issued on the successful completion of a microcredential course must embed the following metadata in addition to the statements required by clause 11 of the [policy](#):
- (a) course name;
 - (b) concise course description;
 - (c) faculty or unit offering the course;
 - (d) learning outcomes;
 - (e) requirements for successful completion;
 - (f) assessment undertaken;
 - (g) delivery mode;
 - (h) volume of learning in hours;
 - (i) student name; and
 - (j) date of course completion.
- (3) A digital badge issued to a student on the completion of an extra-curricular education course must embed the following metadata in addition to the statements required by clause 11 of the [policy](#):
- (a) course name;
 - (b) concise course description;
 - (c) faculty or unit offering the course;
 - (d) requirements for successful completion;



- (e) student name; and
- (f) date of course completion.

13 External technologies

- (1) All use of external technologies in the delivery of continuing and extra-curricular education courses must be consistent with relevant University policies, including in particular:
 - (a) [Acceptable Use of ICT Resources Policy 2019](#);
 - (b) [Privacy Policy 2017](#);
 - (c) [Educational Services Agreements Policy 2017](#); and
 - (d) [Recordkeeping Policy 2017](#).
- (2) Staff members and academic units:
 - (a) must identify and manage any risks associated with external technologies which they use in continuing education courses and extra-curricular education courses; and
 - (b) must register the use of external technologies with the office of the Deputy Vice-Chancellor (Education) and with the Chief Information Officer.
- (3) Where an external technology is introduced by a staff member or unit in continuing education courses and extra-curricular education courses, they must:
 - (a) engage with Information and Communication Technology (ICT) to develop and communicate an appropriate strategy for the support of the technology;
 - (b) engage with ICT to select, evaluate and implement appropriate mechanisms for the use of the technology; and
 - (c) create records of participant activity generated by the technology in accordance with the [Recordkeeping Policy 2017](#).

14 Rescissions, replacements and transitional provisions

- (1) This document replaces the *Continuing and Extra-Curricular Education Procedures 2018*, which is rescinded as from the date of commencement of this document.

NOTES

Continuing and Extra-Curricular Education Procedures 2022

Date adopted:	15 November 2022
Date commenced:	1 January 2023
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Rescinded documents: *Continuing and Extra-Curricular Education Procedures 2018*

Related documents: *Tertiary Education Quality and Standards Act 2011 (Cth)*

Continuing and Extra-Curricular Education Policy 2022

Learning and Teaching Policy 2019

Workforce Engagements and Payments Policy 2016

Affiliates Policy

Recordkeeping Policy 2017

Educational Services Agreements Policy 2017

AMENDMENT HISTORY

Provision	Amendment	Commencing
12(2); 12(3)	Internal policy clause amendments	5 May 2023