

Course and Subject Development and Review Policy

Kaplan Higher Education Pty Ltd.





Scope

This Policy applies to Kaplan Higher Education Pty Ltd, trading as Kaplan Professional (Kaplan). It applies to course and subject development, evaluation and review and is guided by the Higher Education Standards Framework (Threshold Standards) 2021.

Purpose

This policy outlines the required standards to be met when developing and reviewing all higher education courses and subjects within Kaplan. The development and review process is guided by the Threshold Standards and the Tertiary Education Quality and Standards Agency (TEQSA) Guidance Notes.

The objective of the development and review process is to manage the quality and continuous improvement of Kaplan's course offerings so that they:

- meet professional, regulatory and legislative requirements.
- are delivered at the appropriate Australian Qualifications Framework (AQF) levels.
- are consistent with current employment outcomes.
- are aligned with good academic practice with improvements documented and actioned.

Definitions

Curricula Management Documentation	Course documentation which outlines information about how the course will be delivered and managed, such as the course rationale and analysis, course learning outcomes, associated mapping to the subject learning outcomes and assessments, relationship with the graduate attributes, the underpinning course content, course structure, subject outlines, assessment information and course-related transition arrangements and/or implementation reports.
Development	The design and creation of new subjects and/or courses.
Review	The formal evaluation and assessment of an existing subject and/or course taking into consideration feedback from stakeholders inclusive of employers, staff and students, and informed by cohort-based analyses, academic data, benchmarking and contemporary knowledge regarding subject matter, pedagogies and assessment strategies.

Policy Principles

This Policy is guided by the following principles of course and subject Development and Review which aim to promote a consistent, evidence-based, and quality-assured approach across Kaplan. All courses and subjects should:

- meet regulatory requirements and standards including the Australian Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Qualifications Framework (AQF).
- be developed and reviewed through a systematic Kaplan-wide, quality-assured, and collaborative approach that aligns student learning experiences, assessments and learning outcomes.
- include evaluation that encompasses external and/or internal benchmarking, student and staff feedback, and data on key metrics such as progression, retention, attrition and completion.
- identify any need to develop new materials or to revise existing ones.
- analyse market and industry trends.
- review staffing-related requirements for each subject or course.
- identify any need for updated pedagogies and/or assessment strategies.
- be designed, where relevant, to include opportunities for work-integrated learning throughout higher education courses.



- offer students a range of learning opportunities including diverse experiences and insights relevant to future employment.
- reflect principles of good and contemporary practice in design and Review.
- reflect best teaching and learning practices.
- align to relevant learning outcomes.
- align courses to Kaplan's Graduate Attributes and be supported by appropriate academic, administrative, staffing, physical and technological resources.
- align with Kaplan's Teaching and Learning Plan.
- meet relevant accreditation requirements including those of relevant industry and professional bodies.
- safeguard the security of student data when utilised for course Reviews.
- share good practice more broadly across the sector
- maintain processes to monitor and support at-risk cohorts, including students from low socio-economic backgrounds, First Nations students and students with disability to enhance equitable access, engagement and success.
- identify and address issues of student wellbeing and safety.

Development Standards

All Kaplan higher education course and subject Development projects will:

- complete the applicable Curricula Management Documentation in full
- be monitored regularly with records maintained to ensure Kaplan meets all regulatory obligations and professional accreditation requirements, as required
- engage external academic and industry experts to review and provide feedback in relation to substantial course level development.

Course development

The Course Advisory Committees (CAC) and Course Development Panels (CDP) will undertake their functions as outlined in the *Academic Quality and Governance Framework* available on the Kaplan website <https://www.kaplanprofessional.edu.au/>

Subject development

Where a single subject is developed separately to the course development process, the following must occur:

- The subject must be developed holistically with regard to the relevant course learning outcomes, graduate attributes and course structure(s).
- Each proposed subject outline is reviewed and endorsed by the Teaching and Learning Committee (T&LC) and approved by the Academic Board.
- The relevant Curricula Management Documentation is updated to reflect the proposed subject's integration into the course(s).
- Approval outcomes are recorded in the minutes of the Teaching and Learning Committee (T&LC) and the Academic Board with updated Curricula Management Documentation retained as a record of approval.

Review Standards

The following standards will be applied when reviewing courses and subjects:

- Changes to a course or subject during an accreditation period must be monitored with records maintained by Kaplan to ensure regulatory obligations and professional accreditation requirements are met, as required.
- Course and/or subject delivery data must be used to inform decisions and changes made.
- Kaplan must develop, maintain and provide an annual course review schedule to the Academic Board.
- Kaplan must maintain a register of all course and subject changes.



Course Review

- All Kaplan accredited courses are subject to a comprehensive review during the course accreditation period, overseen by peak academic governance processes.
- All comprehensive course reviews are conducted in accordance with the approved institutional Course Review Template, which includes provisions for external referencing and/or benchmarking activities thereby ensuring a consistent, transparent and evidence-based method of evaluation across all courses.
- A comprehensive Review is led by the Kaplan Academic Dean (or delegate), steered by a Course Development Panel, and informed by an external and independent Course Advisory Committee consisting of academic experts and industry representatives. Staff and students may also be invited to provide feedback.
- The Review process encompasses analyses of the following elements:
 - design and content of each course of study
 - the expected learning outcomes
 - the methods for assessment of those outcomes
 - the extent of students' achievement of the learning outcomes
 - emerging developments in the field of education
 - any predicted changes to employer expectations
 - differences in modes of delivery and other cohort-based analyses
 - the changing needs of students
 - identified risks to the quality of the course
 - national and international comparators
 - requirements of professional accreditation bodies
 - the performance of agents and, if relevant, other third parties
 - academic admissions criteria and minimum English entry requirements
 - learning and academic support
 - teaching quality, supervision and leadership
 - academic integrity and misconduct
- Comprehensive Reviews of courses are informed and supported by regular interim monitoring of the quality of teaching, learning and assessment, student progress and the overall delivery of subjects within the course under review.
- Kaplan Review and improvement activities include regular external referencing of the success of student cohorts against comparable courses of study, including but not limited to:
 - analyses of progression rates, attrition rates, completion rates and, where applicable, a comparison of the different locations of delivery
 - the assessment methods and grading of students' achievement of learning outcomes for selected subjects within courses.
- Records of the course Review process must be maintained by Kaplan, together with evidence such as Curricula Management Documentation.

Subject Review

- Kaplan's higher education subjects are reviewed at least every two years.
- Subject Review documentation is maintained by Kaplan and reported to the Teaching and Learning Committee (T&LC).
- Where a single subject is reviewed separately to the course review process, the subject must be reviewed holistically with the relevant course(s).
- Findings and actions from subject Reviews are entered into the Continuous Improvement Register and



reported to the T&LC.

Relevant Legislation

As a registered provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- Australian Privacy Principles
- Australian Qualifications Framework
- Disability Standards for Education 2005
- Higher Education Standards Framework (Threshold Standards) 2021
- Privacy Act 1988 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Related Policies

This policy should be read in conjunction with the following policies published on the Kaplan website <https://www.kaplanprofessional.edu.au/>

- Academic Integrity and Misconduct Policy
- Academic Quality and Governance Framework
- Assessment Policy
- Benchmarking Policy
- Continuous Improvement Policy
- Course and Subject Surveys Policy
- Diversity, Inclusion and Equity Policy
- Graduate Attributes Policy
- Learning Facilities and Resources Policy
- Privacy Policy
- Progression Policy
- Student Record Management Policy



Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean, General Manager – Teaching and Learning			
Review Date	December 2028			
Approved by				
KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Quality and Governance Team	New Policy supercedes the Curricula Development Policy.	2.03.2017	16.03.2017
1.1	Quality, Regulations and Standards Team	Updated provider category to <i>Institute of Higher Education</i> . Remove references to MIT.	N/A	13/07/2021
2.0	Quality, Regulations and Standards Team	Full policy review Removal of Introduction section Full update on all sections of the policy Full rewrite of Course Development, Course Review and Subject Review sections Addition of Relevant Legislation Addition of Related Policies Removal of References section Removal of all attachments	01.12.2021	06.12.2021
3.0	Quality, Regulations and Standards Team	Expanded policy principles to include equity, wellbeing and safety Strengthened course and subject Review requirements and data use Updated definitions, relevant legislation and policy references.	02.12.2025	08.12.2025