

Procedure for a New Short Course (Non-AQF)

What is a Short Course?

Short courses are micro-courses or shorter form credentials including micro-credentials, digital badges, and courses designed for specific professional markets. Short courses are not recognised AQF qualifications, but in some cases can be used for credit towards AQF qualifications.



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Do you need an Establishment Proposal?

You are required to create an establishment proposal in ECLIPS for a new short course where:

- Successful completion of the proposed non-AQF course or credential is intended to allow admission, credit, or exemption towards a UNSW program of study; and/or
- The proposed non-AQF course or credential contains a total of at least six hours of coursework and is assessed by at least one hour of examination or student assessment activity.

If your course meets this criteria, follow the steps below.

For all other short courses, courseware and assessments are required to be approved by the Head of School before the development of the course. In this case, the short course **will not** require the steps below.

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Creation of Establishment Proposal and Associate Dean of Education endorsement

If an establishment proposal is required, contact your Faculty Executive Director (FED) with details of projected costs and income. Your FED is required to endorse this. Once endorsed, you can then create the establishment proposal, with evidence of the FED's endorsement attached. On submission, it will be sent for approval by **Associate Dean of Education**.

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Faculty Board (For Noting)

The establishment proposal is noted at the **Faculty Board or Delegated Committee**.