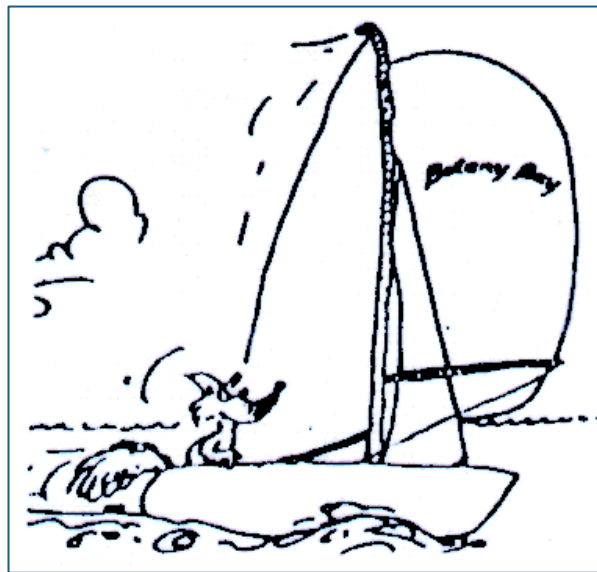




# Sailingworld Pty Ltd

ACN:092 478 718



## POLICY CURRICULUM DEVELOPMENT AND MANAGEMENT

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



## CURRICULUM DEVELOPMENT AND MANAGEMENT POLICY

### PURPOSE AND SCOPE

**1.1** The Curriculum Development and Management Policy outlines the principles and framework for Sailingworld to ensure the content and learning activities of its qualifications and units are high quality, and to provide for continuous improvement in the quality of teaching and learning.

**1.2** This Policy provides for the planning, development, review and deletion/withdrawal of qualifications and units.

**1.3** This Policy applies to all nationally recognised qualifications and units in the scope of registration of Sailingworld.

### POLICY STATEMENT

**1.4** Sailingworld is committed to designing and developing nationally recognised qualifications and units which reflect industry need and demand, and also meet the requirements of national Training Packages.

**1.5** Qualification and unit development follow an agreed procedure to ensure consistency and high quality, relevant and delivered to high standards, through rigorous development, validation and approval processes.

**1.6** Sailingworld CEO Matthew Wren is to ensure that any new and existing courses under their responsibility have currency and relevancy by taking into account advice from a range of perspectives, including that of relevant training staff, employers, industry reference committees, academic peers and recent graduates.

**1.7** Sailingworld planning and practice for training, assessment and delivery focuses on continuous improvement.

**1.8** In qualification and unit development activities, Sailingworld complies with all relevant regulatory requirements and standards specified by The Standards for RTOs (2015) and in the AQF.

### PRINCIPLES

**1.9** Qualifications and units are developed, approved and reviewed to ensure the quality and relevance of Sailingworld's offerings, their alignment with Sailingworld strategy, and compliance with The Standards for RTOs (2015).

**1.10** Qualifications and units are developed and reviewed by Sailingworld CEO Matthew Wren taking into account course feasibility, client needs, student needs and industry feedback.

- Qualification and unit design and review takes stakeholder feedback and data derived from various quality assurance activities into account. Wherever qualification and unit content are purchased, due diligence is undertaken in regard to the preferred/chosen supplier and all qualification and unit materials are assessed and contextualised where necessary.
- New qualifications and units comply with all relevant regulatory requirements and standards. They are:
  - developed by appropriately qualified staff;
  - receive and integrate feedback from appropriately qualified external academic staff and industry experts; and
  - are supported by adequate administrative, physical and technical resources.



**1.11** Where qualifications and units are required that are not included on Sailingworld's Scope of Registration, these are approved by the Sailingworld CEO Matthew Wren who then signs the Training and Assessment Strategy. CEO also approves the subsequent application to the Australian Skills Quality Authority to add them to Sailingworld's Scope.

**1.12** Where a new Training and Assessment Strategy is developed for qualifications and units already approved on Sailingworld's Scope of Registration, these are approved by the Sailingworld CEO Matthew Wren who signs the Training and Assessment Strategy.

**1.13** Where there are minor variations to an existing Training and Assessment Strategy (for example: changes to training hours, locations, delivery modes and use of new trainers/assessors), these are discussed between trainer and Sailingworld CEO. The Training and Assessment Strategy will be updated to include the new variation. Sailingworld CEO will review and signature approval.

**1.14** Qualification and unit design is specified with sufficient detail to enable judgement on the quality of the qualification and unit, and for prospective students to compare offerings from different providers and make an informed choice.

**1.15** All qualifications and units offered by Sailingworld are subject to ongoing monitoring and evaluation of qualification and unit content, assessment and delivery mechanisms.

- Qualifications and units are reviewed regularly within a period of no greater than twelve (12) months, against a set of indicators of performance, and at least every five (5) years, by way of a formal review. Reviews take into account the aims and learning outcomes of the qualifications and units in which they are offered and risk indicators arising from consideration of student results, attrition and completion rates, and the evaluation of teaching.
- After the five-year review or an interim review, qualifications, units and assessments may be amended, approved or withdrawn by Sailingworld CEO.

**1.16** Sailingworld may discontinue or terminate a qualification and unit where the qualification and unit is:

- no longer viable and Sailingworld does not consider that the qualification and/or unit warrants continuation; or
- to be replaced by another qualification and/or unit, and that replacement has been approved.

**1.17** Staff and students are consulted about any proposal/requirement to discontinue or terminate a qualification and/or unit to ensure that all implications are considered.

**1.18** Qualifications and units are discontinued without disruption to student experience and managing reputational risk. Qualification and unit changes do not disadvantage current students.

- Where qualifications and units are revised or replaced, revisions will be managed to minimise the impact on students.
- Where a qualification or unit is withdrawn, effective teach-out or transition plans will be developed and implemented to ensure enrolled students are not disadvantaged.
- Sailingworld establishes and adheres to transition arrangements for existing students and those students who may be enrolled during a transition period.
- Sailingworld manages its scope of registration to transition from superseded Training Packages within 12 months of its publication (or other approved time frame) as listed on the national register in order to only deliver currently endorsed Training Packages and currently accredited qualifications and units.
- Where a qualification or unit is no longer viable and Sailingworld does not consider that the qualification and/or unit warrants retention, an application is made to the



Australian Skills Quality Authority to remove it from Sailingworld's Scope of Registration.

## ROLES AND RESPONSIBILITIES

**1.19** The Sailingworld CEO will initiate proposals and lead the development of new qualifications and units.

**1.20** The Sailingworld CEO is responsible for:

1. Ensuring rigorous scrutiny of designated qualifications and unit development, approval, review and withdrawal proposals and reports.
2. Reviewing their designated qualification and unit data, and contribute to annual qualifications and units reports on the alignment of their designated qualifications and/or units to the relevant discipline, profession and industries.
3. Providing input into the review of designated qualifications and units.



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