



# CONTINUING AND EXTRA-CURRICULAR EDUCATION POLICY 2017

The Deputy Vice-Chancellor (Education), as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 28 November 2017, commencing 1 January 2018

Last amended: 24 March 2019 (administrative amendments only)

Signature:

Position: Deputy Vice-Chancellor (Education)

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### 1 Name of policy

This is the Continuing and Extra-Curricular Education Policy 2017

### 2 Commencement

This policy commences on 1 January 2018.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

## 4 Statement of intent

This policy:

- (a) prescribes the nature and scope of continuing and extra-curricular education at the University;
- (b) establishes governance, approval and quality assurance arrangements for continuing and extra-curricular education in the University;
- (c) supports educational excellence, strategic development and innovation;
- (d) provides a framework for aligning the continuing education strategies of academic and specialist units with the University's strategic priorities.

## 5 Application

- (1) This policy applies to:
  - (a) continuing education; and
  - (b) extra-curricular education.
- (2) This policy does not apply to:
  - (a) higher education award courses and their components (including units of study in the Open Learning Environment);
  - (b) courses leading to a qualification (including non-AQF courses) approved the Academic Board; or
  - (c) public lectures.

## 6 Definitions

In this policy:

**academic unit** has the meaning given in the [Learning and Teaching Policy 2015](#) which, as at the date of this policy, is:

a faculty, University school, board of studies, school, department, centre or interdisciplinary committee of the University.

In this policy *academic unit* only refers to units employing qualified academics on an ongoing basis as University staff members to teach courses in their area of expertise. It does not refer to specialist units.

**Australian Qualifications Framework (AQF)** means the national framework for recognition and endorsement of education qualifications.

**AQF qualification** means a qualification, accredited by the [Australian Skills Quality Authority](#) or the [Tertiary Education Quality Standards Agency](#) or by a self-accrediting institution as meeting standards and criteria specified in the AQF, using titles regulated by the AQF.



<b>Centre for Continuing Education</b>	means the unit of that name within the portfolio of the Provost and Deputy Vice-Chancellor.
<b>continuing education</b>	<p>means any formal or informal learning, which is not part of a course of study for a qualification approved by the Academic Board. This includes but is not limited to:</p> <ul style="list-style-type: none"><li>• continuing professional development courses</li><li>• corporate training courses</li><li>• executive education courses</li><li>• open courses</li><li>• pathway courses</li><li>• personal interest courses</li><li>• professional development courses</li><li>• staff development and support courses</li><li>• continuing education courses offered together with other providers</li></ul>
<b>continuing education student</b>	means a person who is enrolled in any form of continuing education or extra-curricular education at the University.
<b>continuing professional development</b>	means a continuing education course of learning undertaken to maintain professional knowledge and skills related to a profession, as part of a professional accreditation obligation.
<b>corporate training course</b>	means a continuing education course commissioned by an employer to address a skill or knowledge gap in a workforce. Corporate training courses are normally customised to the workplace and may or may not lead to the award of a qualification.
<b>Dean</b>	includes, where appropriate, a Head of School and Dean of a University school.
<b>exchange student</b>	<p>has the meaning given in the <a href="#">Coursework Policy 2014</a> which, as at the date of this policy is:</p> <p>a person who is:</p> <ul style="list-style-type: none"><li>• not an Australian citizen;</li><li>• not admitted to an award course at the University;</li><li>• admitted to a formally approved program of study at an overseas institution with which the University has an exchange agreement; and</li><li>• enrolled in one or more units of study at the University.</li></ul>
<b>executive education program</b>	means an academic program targeted at business leaders and senior executives. These programs normally do not lead to a qualification but may be taken for credit in a postgraduate award course subject to the approval of a faculty and the Academic Board.



<b>extra-curricular education</b>	means education provided to students of the University which is not an approved component of an award course (whether credit-bearing or given a zero-credit point weighting). This includes but is not limited to: <ul style="list-style-type: none"><li>• student support courses</li><li>• compliance courses</li></ul>
<b>faculty</b>	includes, where appropriate, a University school.
<b>higher education award</b>	means an award course at the levels of: <ul style="list-style-type: none"><li>• diploma,</li><li>• bachelor,</li><li>• bachelor with honours,</li><li>• graduate certificate,</li><li>• graduate diploma,</li><li>• master</li><li>• doctorate.</li></ul> <p>It does not include an honorary award.</p>
<b>Higher Education Standards Framework</b>	means the framework established by section 58 of the <a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> .
<b>open course</b>	means a course without admission requirements or prerequisites offered online to people who are not necessarily enrolled in an award course.
<b>Open Learning Environment</b>	has the meaning given in the <a href="#">Coursework Policy 2014</a> , which as at the date of this policy is: <p>means a shared pool of units of study which are:</p> <ul style="list-style-type: none"><li>• of zero, two or six credit points value;</li><li>• approved by the Board of Interdisciplinary Studies and the Academic Board; and</li><li>• available to all students according to the award course resolutions applicable to the award course in which they are enrolled.</li></ul>
<b>pathway program</b>	means a program that provides bridging preparation for tertiary study following, or in conjunction with, secondary study.
<b>personal interest course</b>	means a course that does not lead to a qualification and which is offered to expand the knowledge or skills of the learner in an area not directly or necessarily related to an occupation.
<b>professional development course</b>	means a course undertaken by an individual to improve professional knowledge, skills and abilities.



<b>specialist unit</b>	means an organisational unit within the University that is not an academic unit but which may provide continuing or extra-curricular courses in a specialist area related to the unit's operations.
<b>staff development and support course</b>	means a course offered to University staff. A staff development and support course may be a component in an award course leading to a qualification but is not required to be.
<b>student</b>	means, for the purposes of this policy: <ul style="list-style-type: none"><li>• a person who is currently admitted to candidature in an award course of the University and, where relevant, an exchange student or non-award student. (See the <a href="#">Coursework Policy 2014</a>); or</li><li>• a continuing education student.</li></ul>
<b>student support course</b>	means a course providing extra-curricular education to students enrolled in an award course, but which is not accredited by the Academic Board as a component of that award course.

## 7 Purposes and principles

- (1) The purpose of continuing education is to provide flexible opportunities for lifelong learning, skill development and training to participants.
- (2) The purpose of extra-curricular education is to provide opportunities to award course students, outside the curriculum, for:
  - (a) learning support;
  - (b) compliance training
  - (c) safety standards training; and
  - (d) other educational enrichment.
- (3) Continuing education and extra-curricular education should be:
  - (a) informed by expertise within the University; and
  - (b) aligned with the University's strategic objectives.
- (4) Continuing education and extracurricular education must be:
  - (a) approved as specified in clause 10; and
  - (b) subject to quality assurance, review and reporting as specified in clause 11.

## 8 Requirements for offering courses

- (1) Continuing education and extra-curricular education courses may only be offered as specified in this clause.
- (2) Continuing education and extra-curricular courses may be offered by:
  - (a) a faculty;
  - (b) an academic unit or specialist unit that reports to a Dean or Deputy Vice Chancellor;



- (c) the Centre for Continuing Education.
- (3) Subject to the approval of the Dean:
- (a) faculties;
  - (b) University schools; and
  - (c) academic and specialist units under the governance of a faculty and reporting to a Dean

may offer the following courses, consistently with the requirements of this clause and clause 7:

- (i) continuing professional development courses;
  - (ii) corporate training courses;
  - (iii) executive education courses;
  - (iv) extra-curricular courses;
  - (v) personal interest courses;
  - (vi) professional development courses;
  - (vii) open courses;
  - (viii) pathway courses;
  - (ix) staff development courses;
  - (x) student support courses;
  - (xi) research development courses.
- (4) Subject to the approval of the head of the academic unit, academic units within the portfolio of a Deputy Vice Chancellor may, within their area of academic expertise, offer courses of the kinds listed in subclause 8(3).
- (5) Subject to subclause 8(6), the Centre for Continuing Education may offer courses of the kind listed in subclause 8(3) if they are approved by:
- (a) the Board of Interdisciplinary Studies; or
  - (b) a Dean when they are offered in partnership with a faculty.
- (6) In addition to the requirements of clauses 8 and 10, the following courses also require the prior approval of the Deputy Vice-Chancellor (Education):
- (a) open courses;
  - (b) research training courses; and
  - (c) continuing education courses conducted jointly with another institution.
- (7) A pathway course may fulfil all or part of an admission requirement for a University of Sydney award course, including requirements specified in a conditional offer, if such use is approved by the Admissions Committee and the Academic Board.
- Note:** The approval required by this subclause is in addition to the approval of the pathway course as a course under this clause 8.
- (8) Continuing education courses conducted jointly with another institution and which lead to a University qualification must comply with the requirements of the [Educational Services Agreements Policy 2017](#).



## 9 Naming continuing education courses

- (1) Names of continuing education courses must not:
  - (a) use titles in the Australian Qualifications framework; or
  - (b) include words which suggest a qualification, including:
    - (i) certificate (except as specified in subclause 9(2));
    - (ii) diploma;
    - (iii) bachelor;
    - (iv) master;
- (2) At the conclusion of a continuing education course, a student may be issued with a certificate of attendance or a certificate of completion provided that:
  - (a) the certificate contains a statement that the course of study is not a higher education award and not a qualification recognised under the Australian Qualifications Framework; and
  - (b) where the continuing education course delivers training or competencies on behalf of an external partner, the certificate specifies the professional body, employer or other organisation that determines the standards.

## 10 Approving continuing and extra-curricular education courses

- (1) Continuing education courses and extra-curricular courses offered by a faculty, or an academic unit or specialist unit within a faculty, (including courses offered in partnership with the Centre for Continuing Education) must be approved by a Dean or by a process managed and approved by a Dean.
- (2) Continuing education and extra-curricular courses offered by the Centre for Continuing Education that are not offered in partnership with a faculty must be approved by the Board of Interdisciplinary Studies.
- (3) Continuing education and extra-curricular courses offered by academic units or specialist units not within a faculty must be approved by the head of the relevant academic or specialist unit.
- (4) A decision maker approving a continuing education course must consider:
  - (a) quality;
  - (b) the proposed name of the course and the certificate given to successful students;
  - (c) the rationale for, design of and intended outcomes of the course;
  - (d) where it is proposed to include assessment:
    - (i) the rationale for having assessment;
    - (ii) the method of assessment;
    - (iii) the standards framework for the assessment; and
    - (iv) how competencies and standards are to be established and monitored;
  - (e) alignment with University and, where appropriate, faculty strategy;
  - (f) qualifications, expertise and experience of the individuals delivering the course;



- (g) safety and risk;
  - (h) compliance requirements, including with legislation on working with children, where relevant;
  - (i) demand and financial sustainability;
  - (j) the terms of any agreements with external parties, including whether competencies and standards have been specified appropriately..
- (5) Approval to offer a course should be for a specified period not exceeding four years, after which a course may be re-approved as described in this section.

## 11 Quality assurance

- (1) Continuing and extra-curricular education courses must be designed to achieve excellence in educational outcomes, experience and environment.
- (2) Learning environments must be accessible to students with disabilities.
- (3) At the course level, student experience must be:
  - (a) measured through surveys and other appropriate instruments each time a course is offered;
  - (b) reviewed in the light of student feedback and outcomes each time the course is offered; and
  - (c) reported as directed by the Dean or head of academic or specialist unit;
- (4) The head of an academic or specialist unit must provide an annual report on the unit's continuing and extra-curricular education:
  - (a) to the relevant Dean; or
  - (b) if the academic centre is not under the governance of a faculty, to the Non-Award Subcommittee of the Board of Interdisciplinary Studies.
- (5) The Dean must provide an annual report on the faculty's continuing and extra-curricular education activity, quality, strategic alignment and sustainability to the faculty leadership group and faculty board.
- (6) The faculty board must consider the Dean's report and forward it, with appropriate comments, to the Non-Award Subcommittee of the Board of Interdisciplinary Studies.
- (7) The Non Award Subcommittee of the Board of Interdisciplinary Studies will determine the dates by which all reports required by subclauses 11(4), 11(5) and 11(6) are to be provided each year.
- (8) The Board of Interdisciplinary Studies must report annually to the Deputy Vice Chancellor (Education) and the Provost and Deputy Vice-Chancellor on the previous year's continuing and extra-curricular education activity, including its quality, strategic alignment and sustainability
  - (a) The Deputy Vice Chancellor (Education) will determine the date by which this report is to be provided.
- (9) The Deputy Vice Chancellor (Education) must consider the report of the Board of Interdisciplinary Studies and, if appropriate, make recommendations to the University Executive, to faculties, and academic and specialist units on quality and strategic alignment.
- (10) The Provost and Deputy Vice-Chancellor must consider the report of the Board of Interdisciplinary Studies and, if appropriate, make recommendations to the

University Executive, to faculties and academic and specialist units on sustainability.

## 12 Roles and responsibilities

- (1) **The Academic Board** approves pathway courses completed to fulfil admission requirements for study at the University.
- (2) **The Provost and Deputy Vice-Chancellor** is responsible for:
  - (a) monitoring the sustainability of continuing and extra-curricular education within faculties, centres, academic units and specialist units; and
  - (b) making recommendations on sustainability of continuing and extra-curricular education to Deans, Heads of Units and the University Executive.
- (3) **The Deputy Vice Chancellor (Education):**
  - (a) approves the offering of courses specified in subclause 8(6);
  - (b) is responsible for overseeing the quality of continuing and extra-curricular education, including by:
    - (i) monitoring its quality and strategic alignment;
    - (ii) monitoring collection of information on quality, student experience and outcomes;
    - (iii) making recommendations on quality and strategic alignment of continuing education to the University Executive; and
    - (iv) providing strategic leadership in educational excellence and innovation.
  - (c) approves learning management systems; and
  - (d) approves student support courses and extra-curricular education for University students.
- (4) **The Executive Director, Student Administration Services** is responsible for the institutional systems for registration and course management.
- (5) **Deans:**
  - (a) approve the educational approach, approval process and offering of continuing education courses within their area of responsibility;
  - (b) provide for the appointment of appropriately qualified staff to teach continuing and extra-curricular education within their areas of responsibility;
  - (c) are responsible for:
    - (i) the strategic alignment, quality and sustainability of continuing education courses in their areas of responsibility;
    - (ii) monitoring information on quality, outcomes, sustainability and feedback;
    - (iii) reporting the results of such monitoring, to the faculty and to the Non-Award Subcommittee of the Board of Interdisciplinary Studies; and
    - (iv) the outcomes of the course approval process for continuing and extra-curricular education in their faculty.



**(6) The Board of Interdisciplinary Studies:**

- (a) approves the offering of interdisciplinary continuing education courses, on the recommendation of relevant Deans;
- (b) approves continuing education courses offered by the Centre for Continuing Education that have not been approved by a Dean;
- (c) is jointly responsible with relevant Deans and Deputy Vice-Chancellors for:
  - (i) the strategic alignment and quality of interdisciplinary continuing education courses;
  - (ii) monitoring information on quality, outcomes and feedback through reports to its Non-Award Subcommittee; and
  - (iii) reporting the results of such monitoring to the Deputy Vice Chancellor (Education).

**(7) Heads of academic and specialist centres:**

- (a) approve the educational approach and offering of continuing education courses within their area of responsibility;
- (b) are responsible for:
  - (i) monitoring the strategic alignment, quality and sustainability of continuing education offered by the academic or specialist centre; and
  - (ii) reporting on its outcomes, activities, quality and sustainability to the relevant Dean and the Non-Award Subcommittee of the Board of Interdisciplinary Studies; and
  - (iii) overseeing the organisation, management and quality of continuing education within the academic or specialist centre; and

**(8) Individual teachers:**

- (a) support and lead learning to the standards specified by the relevant Dean or head of specialist or academic centre;
- (b) prepare the educational content and conduct educational activities of the course; and
- (c) monitor and support educational quality and academic integrity.

## NOTES

### Continuing and Extra-Curricular Education Policy 2017

Date adopted: 11 December 2017

Date commenced: 1 January 2018

Date amended: 31 May 2018 (administrative amendment only)

24 March 2019 (administrative amendments only)

Administrator: Deputy Vice-Chancellor (Education)

Review date: 1 January 2023



Related documents:

Tertiary Education Quality and Standards Act 2011 (Cth)

Code of Conduct for Students

Coursework Policy 2014

Educational Services Agreements Policy 2017

Learning and Teaching Policy 2015

## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
6;	Deleted definition of Deputy Vice-Chancellor (Registrar)	24 March 2019
12(4)	Removed reference to Deputy Vice-Chancellor (Registrar) and replaced with reference to Executive Director, Student Administration Services	24 March 2019