UTS: SHORT COURSES POLICY

1. Strategic Intent

The mission of the University of Technology, Sydney (UTS) embraces the concepts of life-long learning and continuing professional education and development. Concomitant with its model of practice-based higher education, the University is committed to flexible ‘whole-of-career’ learning and development services. The University’s vision for the next decade, articulates the strategic intent that ‘alumni and other practicing professionals will turn to UTS at every career milestone’. UTS has a proud history of cooperative professional education and continuing professional education programs.

Within this context the University has made a commitment to growing its Short Courses provision. Evidence of this commitment is found in its mission statement, strategic plan and its financial projections.

The quality of its Short Courses provision is directly linked to the University’s reputation. A strong Short Courses offering demonstrates to the market this University’s commitment to practice-based education. It also serves to promote its entire educational provision. Short Courses provision is an activity that complements the University’s core teaching activity and adds another dimension to the UTS profile.

The main rationale for an ongoing UTS commitment to Short Courses arises from their contribution to:

- The University’s profile.
- Professional contact.
- Revenue for the University.

Through its Short Courses provision the University is exposed to a different group of clients to that of award courses. It also provides a significant opportunity for University staff to interact with the community and the professions. Not least, it provides a source of income for the University, for Faculties/Institutes and staff.

The demand for Short Courses and the competitive environment have changed dramatically over the past decade and will continue to change.

The following three segments typify the Short Courses market:

1. Open entry Short Courses (Public)
2. Tender/Customised in-company Short Courses
3. International Aid/Projects/Consultancies.

2. Scope

This policy replaces the Continuing Professional Education (CPE) Policy COU/95/124. The scope of this policy governs all academic and administrative processes and activities that support the University’s Short Courses provision and each of the Short Courses market segments.

This policy is supported by schedules that specify administrative protocols for each of the above Short Courses market segments.

These schedules may be subject to revision and/or amendment from time to time.

3. Definitions

3.1 Short Courses

Short Courses may not in themselves lead to any recognised award but may attract credit towards a recognised award. However, they do contribute to the participants’ professional and/or personal development.
Short Courses can be specifically tailored to meet the needs of organisations or members of a professional group and aim to improve the participants’ performance and contribution to their organisation. Some of these Short Courses may be recognised by a professional or industry group.

Short Courses may also be designed to meet the needs of individuals and/or groups within the general community.

3.2 Mode of delivery
Short Courses conducted by the Faculty/Institute may use UTS staff or staff brought in specifically for the purpose to conduct the Short Courses. Short Courses may be conducted within a discrete time period or can be conducted on a full/part-time basis or as a conference, seminar or workshop. They may also be offered flexibly such as on-line or by distance.

The University offers ‘open-entry’ Short Courses, which are available to the general community and respond to learning needs within the community. Also offered are ‘in-company’ Short Courses that can be customised to meet the needs of an organisation.

Short Courses may be conducted using University facilities or at other venues.

4. Responsibility

4.1 Policy Development and Implementation
The Executive Director/Vice-President (University Enterprises) has overall accountability for the development of the UTS: Short Courses Policy and for the monitoring of its implementation and effective operation within the University. The Dean/Director is accountable to the Executive Director/Vice-President (University Enterprises) for implementing the UTS: Short Courses Policy within the Faculty/Unit.

The Short Courses Policy and Management Group assists the Executive Director/Vice-President (University Enterprises) consistent with its terms of reference, which are found in Schedule A. On the advice of the Short Courses Policy and Management Group, the Executive Director/Vice-President (University Enterprises) reports to the Vice-Chancellor and the Vice-Chancellor’s Committee on policy matters and the performance of the Short Courses provision.

4.2 Approval of Short Courses proposals
A proposal to conduct a Short Course (either ‘open-entry’ or ‘in-company’) is approved by the Dean/Director through the Faculty/Unit’s approval processes.

Where proposed Short Course programs are similar to award course units or articulate into award courses, or where faculties know or expect that successful completion of the program may be used for admission or credit into an award course, the Short Courses and the credit provisions into the associated award course must be endorsed and approved through the University’s Award Course Approval and Accreditation Procedures by Faculty Board under the same criteria as would apply to an award course.

A Short Course may comprise an extraction from a currently approved course.

Proposals for Short Courses may be considered by a Faculty/Institute for approval at any time.

Only approved Short Courses may be publicly promoted.

4.3 Business Plans and Risk Management
A proposal to conduct a Short Course must be accompanied by a business plan. At a minimum the plan must consist of a budget that clearly identifies all costs and resources commitments for the conduct of the Short Course. A Short Course proposal projected to expend a sum greater than the Dean/Director’s current financial delegation in any calendar year must be approved by the Executive Director/Vice-President (University Enterprises).

If the Short Course is repeated, it must be demonstrated that the underlying assumptions of the business plan have been validated.
4.4 Operation
The responsibility and accountability for development, approval, delivery, marketing, improvement processes and performance (both financially and educationally) of Short Courses reside at the Faculty/Unit level.

Consistent with University policy and practice, the Faculty/Institute is able to utilise UTS staff or to appoint recognised industry practitioners to design, develop and deliver Short Courses.

To augment and support Faculties/Institutes, a central service will be available for Short Courses policy development, marketing and project management.

4.5 Audit and Review
The Planning and Review Unit will undertake regular and appropriate internal audits of Short Course operations. The Quality Development Unit will provide the Faculty/Institute with appropriate assessment and review instruments to ensure continuous improvement of Short Courses provision.

4.6 Quality Management
It is the responsibility of the Dean/Director to identify, implement and monitor strategies that manage risk and ensure continued improvement in the quality of Short Courses provision.

The Faculty/Institute will be responsible to ensure appropriate accreditation of staff (both internal and external) to facilitate and deliver Short Courses.

The Faculty/Institute must demonstrate that there has been appropriate follow-up to evaluate participant learning experiences gained through a Short Course.

4.7 Reporting
Consistent with current Operating Procedures, each Dean/Director will report to the Executive Director/Vice-President (University Enterprises) by the end of the calendar year their proposed annual Short Courses offering for the following calendar year.

Each Dean/Director will submit by 1 March a financial report to the Executive Director/Vice-President (University Enterprises) on revenue/expenditure including financial performance against targets for all approved Short Courses conducted in previous calendar year.

Each Dean/Director will include in the above report the Faculty/Institute’s quality management and improvement strategies for its Short Courses provision.

The Executive Director and Vice-President (University Enterprises), with the assistance of the Chief Financial Officer, will prepare and present a consolidated report by 31 March to the Short Courses Policy and Management Group, which will report to the Vice-Chancellor.

5. Certification

5.1 Partnerships and co-branding arrangements
Proposals that include partnership arrangements and/or co-branding of the UTS name must be referred to the Short Courses Policy and Management Group for consideration. Proposals will be considered on a case-by-case basis and the recommendations made by the Executive Director/Vice-President (University Enterprises) to the Vice-Chancellor.

5.2 Australian Qualifications Framework
Faculties/Units seeking Vocational Education and Training qualifications for their Short Courses must negotiate a partnership arrangement with accessUTS Pty Limited as a registered training organisation to issue the relevant vocational education and training (VET) qualification.

5.3 University Certificates
Faculties/Units may issue for approved Short Courses the following UTS registered non-award certificates:

- Confirmation of Short Courses attendance
- Satisfactory completion
• Statement of attainment
• Executive certificates.

The Dean or Director must sign these certificates.

5.4 Record Keeping
Participant records must be maintained for all Short Courses offered as ‘open-entry’ or ‘in-company’ courses consistent with University record management policies.

6. Financial

6.1 Full Cost Recovery
The conduct of a Short Course is normally based on full cost recovery for all forms of Short Courses.

Where it is proposed to offer a Short Course that is less than full cost recovery, such a proposal must be approved on the basis that it achieves a goal in the current strategic plan and the responsible Dean/Director is able to underwrite the cost.

After all expenses incurred in the conduct of an approved Short Course have been covered, the residual (whether profit or loss) remains with the sponsoring Faculty/Unit.

6.2 University Overhead Costs (Levy)
The University seeks to recover some of its overhead, brand value and administrative costs from all commercial activities. This is generally a percentage of the gross income for a Short Course and should be regarded as a fixed expense for all Short Courses. The amount is specified in Schedule B to this policy and may be varied from time to time by the Vice-Chancellor.

The Short Courses Policy and Management Group reviews and recommends the percentage to the Vice-Chancellor. The Short Courses Policy and Management Group may in exceptional circumstances recommend to the Vice-Chancellor to vary the percentage.

The levy revenue is evenly distributed into three funds: University’s General Operating Fund; Vice-Chancellor’s Discretionary Fund; and the Corporate Short Courses Development Fund.

7. Miscellaneous

7.1 accessUTS Pty Limited and Insearch Pty Limited
Commercial and contractual agreements for some Short Courses may have an impact on the charter and operations of these two University companies. Faculties/Institutes should ensure that interaction/relationship with these companies are consistent with current University policies.

7.2 Sponsorship
Sponsorship arrangements are in principle exempt from the Levy. However, the Executive Director/Vice-President (University Enterprises) on the advice of the Short Courses Policy and Management Group will assess each arrangement on a case-by-case basis.

7.3 UTS Alumni
UTS Alumni may be offered a standard discount for attendance at ‘open entry’ Short Courses.

Persons completing certain Short Courses may be eligible to become members of the UTS Alumni.

8. Dispute Resolution

Any disputes that arise in relation to the management and delivery of Short Courses will be resolved consistent with the University complaints and dispute resolution policies. In the first instance, the Dean(s) will address disputes. If this is unsuccessful the issue will be escalated first to the Executive Director/Vice-President (University Enterprises) and then, if required, to the Vice-Chancellor for adjudication.
9. Related University Policies and Guidelines

Refer to Schedule C.

10. Operating Procedures

This UTS: Short Courses Policy is supported by a procedures manual, which includes a series of key procedures that describe all the activities that are critical to the maintenance of quality across the University.
Schedule A

Short Courses Policy and Management Group

Terms of Reference

The Short Courses Policy and Management Group is responsible for monitoring the progress of the Short Courses work plan, including the enhancement of a University-wide policy for Short Courses provisions. Membership of the Group will include a representative from each Faculty/Unit nominated by the Dean/Director. The Group is chaired by the Executive Director/Vice-President (University Enterprises).

Specifically, the Group will:

- Monitor progress and completion of the annual Short Courses work plan.
- Develop strategic directions that support Short Courses units.
- Provide advice to the appropriate committees of the University on policy and practice related issues on teaching and learning in Short Courses provisions.
- Report to the appropriate sub-committee of Academic Board on the development and implementation of a quality assurance framework for Short Courses teaching and learning.
- Provide support and guidance on policy development to strengthen Short Courses provisions across the University.
- Recommend to the Vice-Chancellor’s Committee relevant policies that strengthen the University’s Short Courses provision.
Schedule B

Short Courses Levy

The Short Courses Levy is set at 12.5%.

The resultant revenue is equally distributed as follows:

- University’s General Operating Fund.
- Vice-Chancellor’s Discretionary Fund.
- Corporate Short Courses Development Fund.

From time to time, the Short Courses Policy and Management Group may recommend to the Vice-Chancellor that a specified amount of the Corporate Short Courses Development Fund be made available to Faculties/Institutes for the development of new short courses.

The amount, procedures, timeline and criteria for the lodgement and selection of these applications will be within a framework set out by the Short Courses Policy and Management Group and approved by the Vice-Chancellor.
Schedule C

Related University Policies and Guidelines

The UTS: Short Courses Policy should be read in conjunction with relevant State and Federal legislation and the following related University policies, contracts and agreements. Some of these include:

- UTS Quality Management System
- UTS/accessUTS Pty Limited – Registered Training Organisation – VET qualifications
- University Code of Conduct – Staff (1998)
- Enterprise Agreements (Academic & Support Staff - 1997)
- Outside Work Policy 2002
- Award Course Approval and Accreditation Procedure
- Guidelines for Preparing Business/Commercial Proposals (Draft)
- Records Management Policies and Procedures
- Fees Policy

State Legislation

- University of Technology, Sydney Act 1989
- Vocational Education and Training Act NSW 1998
- Privacy and Personal Information Protection Act (NSW) 1998.

Commonwealth Legislation

- Federal Privacy Amendment (Private Sector) Act 2000
- Trade Practices Act
- Copyright Act.