
Subject Learning Guides Policy

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Subject Learning Guides Policy

Policy Statement

Governance Institute of Australia (hereafter referred to as Governance Institute) is committed to providing students with clear and concise information about the subject through a basic framework of student-focused documentation related to learning and assessment in subjects. Governance Institute's education offerings are delivered under the brand Governance Academy.

Aims and Objectives

1. The Subject Learning Guide describes the learning and assessment requirements for each subject.
2. This policy describes the requirements for the preparation, approval and dissemination of this key resource.

Overview

3. This policy describes the requirements for the preparation of the Subject Learning Guide and ensures the learning and assessment requirements for the subject are presented in a manner consistent with the policy.
4. The Subject Learning Guide provides detailed information to students in support of their learning and achievement of the subject learning outcomes by:
 - a. Providing details about teaching and learning activities;
 - b. Making explicit links between assessment activities and the subject learning outcomes;
 - c. Providing information about assessment tasks, including due dates, instruction for submission and details about the assessment criteria; and
 - d. Giving a clear description of what is expected of students in order to achieve the range of grades in the subject.

Procedures

5. This policy should be read and understood in conjunction with relevant policies, including but not limited to:
 - a. Assessment Policy;
 - b. Award Courses and Subjects Approval Policy.
6. The Subject Learning Guide must be created using the approved Subject Learning Guide Template.
7. The material included in the Subject Learning Guide must conform to the mandatory content as set out in the Guidelines below.
8. Subject Learning Guides are prepared for each individual subject offered and contain information that has been approved in accordance with the Award Courses and Subjects Approval Policy. The Subject Learning Guide is updated accordingly following approved changes to a subject.
9. Subject Learning Guides produced in accordance with this policy will be made available to enrolled students through the learning management system two weeks prior to the commencement of the teaching session in which the subject is taught.

Guidelines

10. Subject Learning Guides should, unless there is a clear rationale for not doing so, have sections that cover the following content:

Section	Content
Section 1 — Overview	<ul style="list-style-type: none"> • Subject Details <ul style="list-style-type: none"> – Name – Award Level/Course – AQF Level – Credit Points – Prerequisites – Year of Delivery – Mode of Delivery • Key Contacts <ul style="list-style-type: none"> – Education Support – Technical Support
Section 2 — Outline	<ul style="list-style-type: none"> • Course Learning Outcomes • Subject Learning Outcomes • Subject Description • Required Texts • Modules • Teaching and Learning Activities
Section 3 — Assessment	<ul style="list-style-type: none"> • Assessment Summary <ul style="list-style-type: none"> – Presentation – Assignment – Examination • Assessment Criteria • Threshold Requirements • Submission Requirements <ul style="list-style-type: none"> – Format – Referencing Style – Instructions
Section 4 — Academic Support / Resources	<ul style="list-style-type: none"> • Academic Study Skills • Subject Materials • Online Library
Section 5 — Further Information	<ul style="list-style-type: none"> • What is Expected of Students <ul style="list-style-type: none"> – Study Load – Attendance – Academic Integrity • Raising Concerns • Academic Policies • Changes to the Subject (resulting from student feedback)

Roles and Responsibilities

11. Subject Learning Guides are developed by the Subject Team responsible for the subject.

12. Subject Learning Guides are approved for publication by the General Manager, Education, or delegate and made available to students through the learning management system.
13. It is critical for academic staff to actively engage with students regarding the content in the Subject Learning Guide on a regular basis throughout the teaching session.

Related Documents

- Governance Institute of Australia Assessment Policy
- Governance Institute of Australia Award Courses and Subjects Approval and Review Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

Version History

Policy title	Subject Learning Guides Policy
Current version	1.1
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*****END OF POLICY*****