

## **Governance Institute of Australia**

### **Subject Learning Guides Policy**

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<b>Document Classification</b>	Academic Governance
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<b>Summary</b>	This policy describes the basic framework of student-focussed documentation related to learning and assessment in subjects.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
<b>Distribution</b>	External
<b>Related documents</b>	Governance Institute of Australia Assessment Policy Governance Institute of Australia Award Courses and Subjects Approval Policy
<b>Review date</b>	2020 Q2

**Issued under the authority of Governance Institute of Australia Board of Directors**

# **Governance Institute of Australia 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.

## **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 online learning centre 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"> <li>• Subject Details               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Award Level/Course</li> <li>○ AQF Level</li> <li>○ Credit Points</li> <li>○ Prerequisites</li> <li>○ Year of Delivery</li> <li>○ Mode of Delivery</li> </ul> </li> </ul>

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

## **Roles and Responsibilities**

11. Subject Learning Guides are developed by the Subject Coordinator/Subject Team responsible for the subject.
12. Subject Learning Guides are approved for publication by the General Manager, Education, and made available to students through the online learning centre.
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 Policy

### **Acknowledgement:**

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