

# Diploma - Awards and Programs Schedule

For implementation for new and revised programs from 23 August 2013;

Schedule of the [Awards and Graduation Policy](#).

## Section 1 - Introduction

(1) As a higher education provider authorised to self-accredit, the University of Newcastle is responsible under the [Tertiary Education Quality and Standards Agency Act 2011](#) for ensuring that programs comply with the Provider Course Accreditation Standards. This Schedule provides the detailed principles and criteria that underpin the self-accreditation process for each Diploma award that may be delivered and conferred by the University of Newcastle.

(2) This Schedule supports the implementation of the [Awards and Graduation Policy](#) and [Governance Rule](#). The [Governance Rule](#) describe each type of qualification offered by the University and provide descriptions of authorisations for program management.

(3) Within the Schedule the general program principles and structures have been tabulated and the approved programs that are offered under it will be listed in the [Diploma - Approved AQF Compliant Programs](#) covered by this Schedule. For the specific descriptions and requirements of an approved program, refer to the program handbook.

(4) In the event of an inconsistency between subordinate policy documents and any Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(5) In the event of an inconsistency between an Academic Senate policy document and a College policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

(6) Extracts from AQF (Second Edition) have been included in this document with permission of the Australian Qualification Framework Council (27 February 2012).

## Section 2 - Transition Arrangements for Implementation of this Schedule

(7) This schedule supports the Academic Senate strategy of offering AQF-compliant programs as soon as possible. During the transition to the new schedule, the pre-2013 Awards and Programs Schedules will remain in the Policy Library with an annotation to indicate that their AQF-compliant status has not been confirmed. Between 2013 -2015 current program offerings will be reviewed and, following the approval from the Program and Course Approval Committee, transferred to [Diploma - Approved AQF Compliant Programs](#) of this Schedule.

(8) The introduction of the new schedules is expected to result in recommendations from College Boards for new programs, major revisions and the transition arrangements and discontinuations of existing programs. These recommendations will be considered for approval by the Program and Course Approval Committee in accordance with the delegations held by that Committee.

(9) Through this transition process the Assistant Deans (Teaching and Learning) will be responsible to the Program and

Course Approval Committee for ensuring that continuing students will not be disadvantaged by a program revision or discontinuation and:

- a. appropriate teach-out or alternative arrangements have been made for current students; and
- b. consideration is given to international applicants in accordance with the ESOS legislation.

(10) The Pro Vice-Chancellor Student Experience and Academic Registrar together with the Assistant Deans (Teaching and Learning) and the relevant Program Convenors will be responsible for ensuring that students and staff are notified of any relevant program changes. This notification may include recent graduates who may seek to upgrade their programs for AQF compliance.

(11) Programs offering admission to students in 2015 will need to operate under an AQF compliant schedule no later than June 2014 to ensure AQF compliance from 2015.

(12) Non-AQF compliant programs will be automatically discontinued by last meeting of Academic Senate in 2014 unless they have been approved for continuation.

## Section 3 - Principles and Program Structures

### Model: Diploma - Model A (deepening)

(13) This table describes an AQF level 5 program leading to the award of Model A - Diploma under the [Governance Rule](#) Clause 48.

Volume of learning	The Volume of learning required for a Diploma is typically 80 units of study that will be completed in one (1) year of full-time study or equivalent.
Purpose	The Diploma qualifies students to apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work. It is also available as a pathway for further learning.
Maximum Time	<p>Maximum time to complete a Level 5 Diploma will be four (4) calendar years from date of admission, calculated on the basis of (2N+2) (Note 1), inclusive of periods of leave, exclusion or academic suspension.</p> <p>Approved variations are included in the <a href="#">Diploma - Approved AQF Compliant Programs</a> covered by this Schedule.</p>
Principles and Structure  [Secretary's Note – edits required to Undergraduate Coursework Program Principles and Structures Guideline [000986] to reflect change]	<p>Graduates of a Diploma will have completed a program that:</p> <ul style="list-style-type: none"><li>i) includes a Volume of learning equivalent to 80 units of study;</li><li>ii) has been developed in accordance with the Undergraduate Coursework Principles and Structures Guideline [000986], including:<ul style="list-style-type: none"><li>(a) a 40 unit sequence of core courses; and</li><li>(b) at least 10 units of electives.</li></ul></li></ul> <p>Individual program requirements will be described in the program handbook. This structure will be varied only in response to particular articulation agreements or external requirements as approved by the Program and Course Approval Committee (PCAC).</p>

Admission and Selection Criteria	<p>The admission and selection criteria for each program will be determined by the College and approved by Academic Senate in accordance with the criteria listed below:</p> <ul style="list-style-type: none"> <li>- appropriate for an AQF Level 5 and its required learning outcomes;</li> <li>- take into account external benchmarks; and</li> <li>- ensure that students have adequate prior knowledge and skills to complete the program successfully.</li> </ul> <p>English language entry requirements will be set to ensure that students who are admitted will be competent in the English language to participate effectively in the program and achieve the learning outcomes.</p> <p>The minimum admission and selection criteria for each program are set by the College and approved by Academic Senate. This may include special admission procedures and selection criteria.</p> <p>Individual program admission and selection criteria will be described in the program handbook.</p>
Specialisation or major	<p>Diploma (80) may offer a major that is a sequence of courses in a discipline that has been approved by the Program and Course Approval Committee. Where there is no specific major then the core courses can form a major. Each major:</p> <p>i) must have at least 40 unique units.</p>
Additional Requirements	Any approved compulsory program components (CPC) or prerequisites approved by the Program and Course Approval Committee on the recommendation of the relevant College Board.
Graduate Learning Outcomes	<p>Graduate learning outcomes underpin the design of all academic programs offered by the University. Graduate learning outcomes will be developed for each program in accordance with Academic Senate policy and as prescribed by AQF including:</p> <p>i) fundamental skills: including literacy and numeracy appropriate to the Level 5 Diploma, including English language proficiency;</p> <p>ii) people skills: including working with others and communication skills;</p> <p>iii) thinking skills: including learning to learn, decision making and problem solving; and</p> <p>iv) personal skills: including self direction and acting with integrity.</p>
i Knowledge	<p>Graduates of a Diploma will have discipline specific:</p> <p>i) technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning.</p>
ii Skills	<p>Graduates of a Diploma will have discipline specific:</p> <p>i) cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources;</p> <p>ii) cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements;</p> <p>iii) specialist technical and creative skills to express ideas and perspectives; and</p> <p>iv) communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge.</p>
iii Application of Knowledge and Skills	<p>Graduates of a Diploma will demonstrate discipline specific application of knowledge and skills:</p> <p>i) with depth in some areas of specialisation, in known or changing contexts and skills;</p> <p>ii) to transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations;</p> <p>iii) with personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; and</p> <p>iv) with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameters.</p>
Qualification for the Award	Completion of the prescribed courses leading to a Diploma, totalling not less than 80 units ensuring that the learning outcomes have been achieved for the level.
Grading of the Award	The award will be conferred as an ordinary award.
Qualification Title	Diploma (Field of Study)
Pathways - General	The University supports student mobility and the elimination of unfair and unnecessary barriers to our qualifications. Approved entry pathways and admission requirements are described in Clause 4.5 Admission and Selection Criteria.

Pathways –Credit and advanced standing	Granted in accordance with the <a href="#">AQF Qualifications Pathways Policy</a> to a maximum of 40 units, ensuring that the integrity of the program is preserved and the learning outcomes are achieved.
Pathways – Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is possible for both formal and informal prior learning. RPL may be used for admission purposes or to grant advanced standing. RPL will be evaluated on a case by case basis and must be current and relevant to the program's learning outcomes.
Pathways – combined degrees	A combined degree may be formally approved by the Program and Course Approval Committee and listed in <a href="#">Diploma - Approved AQF Compliant Programs</a> of this Schedule or determined on a case by case application in accordance with the Combined Degree Principles and Structures Guideline.
Pathways – nested or integrated qualifications	<p>Nested qualifications are qualifications that include articulated arrangements from a lower level qualification to a higher qualification to enable multiple entry and exit points. These are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.</p> <p>A Diploma may be nested (or integrated) with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Associate Degree (level 6);</li> <li>- Bachelor Degree (level 7); and</li> <li>- Bachelor Honours Degree (320) (level 8)</li> </ul> <p>Approved nested qualifications will be listed in <a href="#">Diploma - Approved AQF Compliant Programs</a> of this Schedule.</p>
Pathways – Exit	There are no approved exit pathways for students unable to complete a Level 5 Diploma. Students should contact the VET sector to explore options for recognition of competencies achieved.
Pathways - Graduate	Graduates of this program may seek admission to an Associate Degree or a Bachelor Degree, or a Bachelor Honours Degree.
Professional Accreditation	Details of professional accreditation, including expiry dates, will be included in <a href="#">Diploma - Approved AQF Compliant Programs</a> .
Additional Information	This section is intentionally blank.

## Model: Diploma - Model B (broadening)

(14) This table describes an AQF level 5 program leading to the award of Model B - Diploma under the [Governance Rule](#) Clause 23.

Volume of learning	The Volume of learning required for a Diploma is typically 80 units of study that will be completed in one (1) year of full-time study or equivalent.
Purpose	The Diploma qualifies students to apply broad technical and theoretical concepts in a range of contexts to undertake advanced skilled or paraprofessional work. It is also available as a pathway for further learning.
Maximum Time	<p>Maximum time to complete a Level 5 Diploma will be four (4) calendar years from date of admission, calculated on the basis of (2N+2) (see 17a), inclusive of periods of leave, exclusion or academic suspension.</p> <p>Approved variations are included in the <a href="#">Diploma - Approved AQF Compliant Programs</a> covered by this Schedule.</p>
Principles and Structure [Secretary's Note – edits required to Undergraduate Coursework Program Principles and Structures Guideline to reflect change]	<p>Graduates of a Diploma will have completed a program that:</p> <p>i) includes a volume of learning equivalent to 80 units of study.</p> <p>Individual program requirements will be described in the program handbook.</p> <p>This structure will be varied only in response to particular articulation agreements or external requirements, as approved by the Program and Course Approval Committee (PCAC).</p>

Admission and Selection Criteria	<p>The admission and selection criteria for each program will be determined by the College and approved by Academic Senate in accordance with the criteria listed below:</p> <ul style="list-style-type: none"> <li>- appropriate for an AQF Level 5 and its required learning outcomes;</li> <li>- take into account external benchmarks; and</li> <li>- ensure that students have adequate prior knowledge and skills to complete the program successfully.</li> </ul> <p>English language entry requirements will be set to ensure that students who are admitted will be competent in the English language to participate effectively in the program and achieve the learning outcomes.</p> <p>The minimum admission and selection criteria for each program are set by the College and approved by Academic Senate. This may include special admission procedures and selection criteria.</p> <p>Individual program admission and selection criteria will be described in the program handbook.</p>
Specialisation or major	<p>Diploma (80) may offer a major that is a sequence of courses in a discipline that has been approved by the Program and Course Approval Committee. Where there is no specific major then the core courses can form a major. Each major:</p> <p>i) must have at least 40 unique units.</p>
Additional Requirements	<p>Any approved compulsory program components (CPC) or prerequisites approved by the Program and Course Approval Committee on the recommendation of the relevant College Board.</p>
Graduate Learning Outcomes	<p>Graduate learning outcomes underpin the design of all academic programs offered by the University. Graduate learning outcomes will be developed for each program in accordance with Academic Senate policy and as prescribed by AQF including:</p> <ul style="list-style-type: none"> <li>i) fundamental skills: including literacy and numeracy appropriate to the Level 5 Diploma, including English language proficiency;</li> <li>ii) people skills: including working with others and communication skills;</li> <li>iii) thinking skills: including learning to learn, decision making and problem solving; and</li> <li>iv) personal skills: including self direction and acting with integrity.</li> </ul>
i Knowledge	<p>Graduates of a Diploma will have discipline specific:</p> <p>i) technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning.</p>
ii Skills	<p>Graduates of a Diploma will have discipline specific:</p> <ul style="list-style-type: none"> <li>i) cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources;</li> <li>ii) cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements;</li> <li>iii) specialist technical and creative skills to express ideas and perspectives; and</li> <li>iv) communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge.</li> </ul>
iii Application of Knowledge and Skills	<p>Graduates of a Diploma will demonstrate discipline specific application of knowledge and skills:</p> <ul style="list-style-type: none"> <li>i) with depth in some areas of specialisation, in known or changing contexts and skills;</li> <li>ii) to transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations;</li> <li>iii) with personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; and</li> <li>iv) with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameters.</li> </ul>
Qualification for the Award	<p>Completion of the prescribed courses leading to a Diploma, totalling not less than 80 units ensuring that the learning outcomes have been achieved for the level.</p>
Grading of the Award	<p>The award will be conferred as an ordinary award.</p>
Qualification Title	<p>Diploma (Field of Study)</p>
Pathways - General	<p>The University supports student mobility and the elimination of unfair and unnecessary barriers to our qualifications. Approved entry pathways and admission requirements are described in Clause B4.5 Admission and Selection Criteria.</p>

Pathways – Credit and advanced standing	Granted in accordance with the <a href="#">AQF Qualifications Pathways Policy</a> to a maximum of 40 units, ensuring that the integrity of the program is preserved and the learning outcomes are achieved.
Pathways – Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is possible for both formal and informal prior learning. RPL may be used for admission purposes or to grant advanced standing. RPL will be evaluated on a case by case basis and must be current and relevant to the program's learning outcomes.
Pathways – combined degrees	A combined degree may be formally approved by the Program and Course Approval Committee and listed in <a href="#">Diploma - Approved AQF Compliant Programs</a> of this Schedule or determined on a case by case application in accordance with the Combined Degree Principles and Structures Guideline [000992].
Pathways – nested or integrated qualifications	<p>Nested qualifications are qualifications that include articulated arrangements from a lower level qualification to a higher qualification to enable multiple entry and exit points. These are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.</p> <p>A Diploma may be nested (or integrated) with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Associate Degree (level 6);</li> <li>- Bachelor Degree (level 7); and</li> <li>- Bachelor Honours Degree (320) (level 8)</li> </ul> <p>Approved nested qualifications will be listed in <a href="#">Diploma - Approved AQF Compliant Programs</a> of this Schedule.</p>
Pathways – Exit	There are no approved exit pathways for students unable to complete a Level 5 Diploma. Students should contact the VET sector to explore options for recognition of competencies achieved.
Pathways - Graduate	Graduates of this program may seek admission to an Associate Degree or a Bachelor Degree, or a Bachelor Honours Degree.
Professional Accreditation	Details of professional accreditation, including expiry dates, will be included in <a href="#">Diploma - Approved AQF Compliant Programs</a> .
Additional Information	This section is intentionally blank.

## Section 4 - Notes

(15) Other Information about Programs – may be added here.

- a. 2N+2 where N is equal to the notional duration identified by the volume of learning.

## Section 5 - Relaxing Provision

(16) To provide for exceptional circumstances arising in any particular case, the President of Academic Senate, on the recommendation of the relevant Deputy Vice-Chancellor or relevant Pro Vice-Chancellor, may relax any provision of this Schedule.

## Section 6 - Reporting

(17) The President of the Academic Senate will report all applications of the relaxing provision of this Schedule to the Academic Senate.

# Section 7 - Appendices

(18) [Diploma - Approved AQF Compliant Programs](#)

## Status and Details

Status	Historic
Effective Date	23rd August 2013
Review Date	31st March 2023
Approval Authority	Academic Senate
Approval Date	23rd August 2013
Expiry Date	21st February 2024
Responsible Executive	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance <hr/> Student Central

## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"Council"** - The governing authority of the University established under section 8A of the University of Newcastle Act 1989.

**"Graduate"** - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

**"Prerequisite"** - A condition or requirement which must be fulfilled for enrolment to a course.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Core course"** - A course within a program which is necessary to fulfil the requirements of that program.

**"Elective"** - Any non compulsory course which may be undertaken within a program of study.

**"Advanced standing"** - A form of credit for any previous learning as defined by the Australian Qualifications Framework.

**"Applicant"** - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

**"Articulation agreements"** - An agreement between the University and another education provider that enables students to progress from a completed qualification to another with admission and/or credit in a defined pathway.

**"Award"** - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.



**"Credit"** - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Recognition of Prior Learning (RPL)"** - Means an assessment of an individual's prior learning to determine where credit will be granted. RPL includes formal, informal, and non-formal learning.

**"Volume of learning"** - Identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

**"Discontinued"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Discontinuation"** - When used in relation to a program, this refers to a program for which no new intakes are to be accepted. For all other uses the generic definition applies.

**"Learning outcome"** - In accordance with the AQF definitions, the expression of a set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Major"** - When referring to a program major, this is a sequence of courses approved by the Program and Course Approval Committee, which students may be required to complete as part of their undergraduate program (except undergraduate Diplomas). Each major will contain at least 80 units with at least 60 unique units. For all other uses of this term, the generic definition applies.

**"Specialisation"** - When referring to a program, a specialisation is a sequence of courses, approved by the Program and Course Approval Committee, which students may be required to complete as part of their postgraduate coursework program. For all other uses of this term, the generic definition applies.

**"College"** - An organisational unit established within the University by the Council.

**"College Board"** - The principal governance committee of the College.