

This form is to be used when proposing the introduction of a new Continuing Education Certificate.

Related documents

[Program Approval and Review](#)

[Continuing Education Certificates and Non-Award Students Guidelines](#)

[Academic Awards, Programs, Nomenclature and Abbreviations Policy](#)

1. DESCRIPTION OF THE CERTIFICATE

Provide a short paragraph describing the essential features of the Continuing Education Certificate, suitable for publication on the Programs and Courses website and other promotional material.

2. CERTIFICATE ATTRIBUTES

Program Code	
Program Title	
Program AQF Level	Non-AQF qualification
Academic Career	Non-award
Host Element	
Contributing academic elements (if applicable)	
Campus of offer	
Trimester and Year of introduction	
Credit points	40 credit points
Duration	
Funding Source	Non-award fees
Fee Level	Indicate whether the fee is to be the Standard non-award fee or a special fee. Fee should be expressed in terms of the set of fees in Schedule G of the Fees and Charges Policy

3. SPECIAL ADMISSION REQUIREMENTS

Specify any admission requirements that are specific for entry into this Continuing Education Certificate.

4. STRUCTURE OF THE CONTINUING EDUCATION CERTIFICATE

Specify the courses that contribute to this program.

Trimester	Course code	Course title	Credit points

5. LEARNING OUTCOMES

Specify the specific learning outcomes of this program

Purpose of the continuing education certificate	
Knowledge	
Skills	
Application of knowledge and skills	

6. PATHWAYS TO FURTHER STUDY

Specify award programs that this Continuing Education Certificate will provide entry to and to those it will provide entry and credit (if any).

Award Program Admission	
Award Program Admission and Credit	

7. CONTINUING EDUCATION CERTIFICATE AND CONSULTATION PROCESS

7.1 Involvement of other Schools in the Program Development Process

List persons, positions and areas of University staff who contributed to the development of the program submission and indicate the mechanism; for example, attended planning meetings, reviewed draft document, provided written or telephone advice which was used in the development of the submission

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7.2 Involvement of person/s external to the University in the Program Development Process

Describe the industry and/or external liaison process undertaken to develop this proposal. List the names, positions and the organisations represented by external persons who contributed to the development of the program submission and indicate the mechanism; for example, attended planning meetings, reviewed draft document, provided written or telephone advice which was used in the development of the submission.

Describe the expected on-going interaction with the industry/profession which will ensure quality assurance mechanisms are in place to monitor, review and improve the program.

7.3 Have all the Schools involved in the planning process or that have an interest in the academic area of the proposed program had the opportunity to comment on the submission?

Have any objections to the proposed program been raised? Have the concerns or objections been addressed? If so, how have the concerns or objections been addressed and if not, why not?

8. APPROVAL AND PROCESSING

Head of School Approval _____ **Date** _____

**Director or nominee,
Griffith Enterprise Approval
(where relevant)** _____ **Date** _____

The proposal also requires approval by the **Group Pro Vice Chancellor** who will endorse that resources are available to offer this Continuing Education Certificate.

The proposal is then considered at the **Group Board** and then forwarded to **Programs Committee** for consideration.

STUDENT SYSTEM REQUIREMENTS

9. IDENTIFYING INFORMATION (see Section 2 for Certificate Attributes)

Responsible Group Board	
Program Director (include generic email address if applicable)	
Review Date	
Mode of Delivery	Select from: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Online
	Select from: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Part-time only* <input type="checkbox"/> Intensive *Program is therefore not available to International students.
External Agents (if applicable)	
Trimester Intakes	
Student Intakes (Domestic / International)	
Fee Category / Band (for new program) (FIN confirmation required)	

10. INFORMATION FOR STUDENT SYSTEM (see Section 2 for Certificate Attributes)

Short Program Title	
CRICOS Code	
Field of Education Classification for Program	
Program Type	
Special Program Type	
Combined Program Indicator	
Career Exemption Pointer/s	

11. ACADEMIC PLAN CONFIGURATION

Program Code	Academic Plan Title	Academic Plan Type	Offering Campus	Available for International Students (Y/N)	Academic Plan Code (BSS)	Field of Education Code (Academic Services)	Effective Term	
							FIRST TERM VALID	LAST ADMIT TERM

12. PROGRAM and CAREER MAPPING

Program Code			
Program Title			
PROGRAM	STUDY AREA	DISCIPLINE	SPECIALISATION
CAREER	STUDY AREA	DISCIPLINE	SPECIALISATION
		Career Search (0095)	
METADATA	STUDY AREA	DISCIPLINE	SPECIALISATION
		Metadata (0096)	