



Procedure: Professional and Short Courses

Purpose

This procedure covers professional and short courses offered by the University.

Procedure

Governance

1. Staff discuss the professional or short course with their supervisor and with relevant colleagues; if endorsed by the supervisor and the Head of their AOU/Director of the Centre for Learning and Teaching (CLT), the endorsed proposal is sent to the Associate Dean or delegate of the relevant College or, for proposals in the area of learning and teaching, the Pro Vice-Chancellor (Education) for approval of the provision of a short or professional course associated with an ANU certificate before delivery.
2. The Associate Dean informs the relevant College Education Committee or the Pro Vice-Chancellor (Education) informs the CLT Board of Studies of any short or professional courses offered. College Education Committees or the CLT Board of Studies monitor such courses for quality assurance and viability purposes.
3. A consolidated list indicating the course title and approving College/CLT of all professional and short courses offered each year is to be tabled for noting at meeting 3 of the following year of the Academic Quality Assurance Committee.

Required information for participants

4. Prior to the commencement of a course participants are provided with published information on:
 - a. The content of the course, the educational background and expertise of the teaching staff,
 - b. Any assessment tasks,
 - c. The expected outcomes of the course,
 - d. The nature of the certificate to be provided upon successful completion of the course,
 - e. Whether completion of the course may be considered for credit at ANU, and,
 - f. Fees, associated costs, cancellation advice and refund policy.

5. Participants are advised at or prior to the commencement of a course if the Student Complaint Resolution policy and procedure are applicable, or alternatively how they are to redress any grievances.
6. Where participants are given access to any ANU infrastructure, they agree to the following and their agreement is recorded: "I agree to abide by the [Rules](#), [Statutes](#), [Orders](#), and [Policies](#) of the University and to comply with orders and directions made by the constituted authorities of the University".
7. Participants are given the opportunity to provide feedback on the course.

Certificates

8. Where no assessment is undertaken participants are issued with a Certificate of Participation.
9. Where assessment has been completed satisfactorily participants are issued with a Certificate of Completion.
10. All certificates issued for short and professional courses contain the text 'This is not an Australian Qualifications Framework qualification'.
11. Appropriate records are kept for any certificates issued to participants, and assessment results, to facilitate verification, reissuance or credit transfer if required.

Credit

12. Where participants of a short and professional course apply for credit for that course towards an ANU qualification, the request is benchmarked against a standard total expected workload of 130 hours for a 6 unit course (comprising face-to-face contact and private study time), and assessment requirements and expectations for a comparable course in accordance with the ANU Credit Policy.

Document information

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