

## Substitution of Core Units Policy

### 1. Purpose

To ensure that the Institute maintains the highest quality standards for each of the courses it offers.

To ensure that the Courses offered by the Institute meet all requirements of their accreditation by both the Tertiary Education Quality and Standards Agency and relevant professional accrediting bodies.

To ensure that units that are offered in place of core units in courses that require a defined number of core units are of similar level, content and depth.

### 2. Scope

This policy applies to all higher education courses offered by the Institute.

### 3. Policy Statement

The Institute places great importance on its courses conforming to the requirements of external accrediting bodies which permit the Institute's graduates to be recognised by the appropriate State and professional bodies. For such recognition, students must complete a defined number of core units, but it is understood that some core units may be replaced by non-core units that are of similar level, content and depth. As such each School needs to ensure that any substitution conforms to the principles stated below.

### 4. Principles

The Institute will make every reasonable effort to offer core units each semester.

Core units may be substituted with units of similar level, content and depth only when the particular core units are not offered in a particular semester.

The Course Coordinator approves the non-core units that may be substituted for core units. The approval of such substitutions by the Course Coordinator must occur prior to any substitution occurring.

A list of approved non-core units as substitutes for core units is maintained by Heads of School for the courses that their School holds responsibility.

That by substituting core units with other units, the registration/accreditation of the particular course is not placed in jeopardy.

Where there is doubt about the similarity between particular core and non-core units, the Institute will consult accrediting bodies, including the Tertiary Education Quality and Standards Agency and relevant professional bodies.

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Warning: uncontrolled when printed.

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