
POLICY A8.0

COURSE ACCREDITATION

1. INTRODUCTION

1.1 Context

AIM Business School (ABS) is a registered institute of higher education that develops and delivers courses which equip students with the skills, knowledge and attributes for their chosen careers. ABS has been granted limited Self-Accrediting Authority in *the Field of Management and Commerce (FoE 08) at AQF levels 8 and 9*.

This policy recognises TEQSA's ongoing regulatory oversight of ABS's limited self-accrediting authority and is designed to ensure continued compliance and readiness for external regulatory review.

1.2 Purpose

The purpose of this policy is to facilitate course accreditations and renewals in a way that maintains high academic quality and ongoing compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#), the [Australian Qualifications Framework](#) (AQF), and the [AQF Qualifications Pathways Policy](#).

1.3 Scope

This policy applies to:

- a. internal stakeholders - including academic staff, senior leaders, and all peak institutional bodies responsible for course quality and oversight, including the ABS Academic Board and ABS Corporate Board responsible for accreditation endorsements and decisions, respectively; and
- b. external stakeholders - including third-party providers, industry representatives, employers, ABS alumni, and external disciplinary experts who inform the course delivery, review and improvement activities that underpin the accreditation process.

1.4 Scope Exceptions

Accreditation policies and associated procedures are limited to the designated scope of ABS's self-accrediting authority. The following course types are beyond the scope of this policy:

- a. non-award courses.
- b. award courses at AQF levels that are excluded from ABS's self-accrediting

authority and governed by the Course and Unit Lifecycle Policy and Procedure; and

- c. award courses in fields of education that are excluded from ABS's self - accrediting authority and governed by the Course and Unit Lifecycle Policy and Procedure.

Where a course's field of education or AQF level changes such that it falls outside ABS's self-accrediting authority, accreditation will be sought from TEQSA prior to implementation.

2. RESPONSIBILITIES

All academic and non-academic team members referred to in this policy are responsible for complying with this policy and procedure. For more detail, refer to the Procedure.

2.1 The Corporate Board is responsible for:

- a. accrediting and renewing accreditation of courses at AQF levels and in fields of education where ABS has self-accrediting authority on the recommendation of the Academic Board, having satisfied itself that strategic, financial and risk considerations are met;
- b. approving applications for course accreditation by TEQSA at AQF levels and in fields of education where ABS does not have self-accrediting authority;
- c. approving applications for course accreditation by professional accrediting bodies, where applicable; and
- d. ensuring that all course offerings align with ABS's strategic objectives and academic mission.

2.2 The Academic Board is responsible for:

- a. critically scrutinising accreditation-related artefacts and requiring improvements and/or additional evidence, as necessary;
- b. reviewing and endorsing applications for accreditation and reaccreditation to the Corporate Board;
- c. appointing external disciplinary experts, including reviewing and approving expert recommendations for implementation; and
- d. ensuring appropriate academic standards and institutional benchmarks are met and maintained throughout the course accreditation period.

2.3 The Chief Quality Officer is responsible for:

- a. overseeing the quality and compliance of the course accreditation and reaccreditation process;
- b. collating accreditation-related artefacts; and
- c. ensuring all quality assurance activities are undertaken in a timely manner by ABS's academic leaders and peak institutional bodies relating to course accreditation and reaccreditation, and in accordance with the Course and Unit Lifecycle Policy and its associated procedures.

2.4 The Head of School is responsible for:

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- a. commencing and overseeing the course accreditation and reaccreditation activities;
 - b. tabling at the Academic Board a list of appropriately credentialled external disciplinary experts for the members' consideration and appointing the approved candidate(s); and
 - c. coordinating the implementation of approved expert recommendations via ABS's peak institutional bodies, including the Course Advisory Committee, Teaching and Learning Committee, and Course Review Committee.

2.5 External Disciplinary Experts are responsible for:

- a. providing CVs that detail publications, scholarly activities, industry involvement, senior academic positions held in the higher education sector, and prior experience developing courses and assessing against the Threshold Standards;
- b. completing ABS's External Course Review Report template aligned to the relevant course accreditation Threshold Standards and identifying any compliance concerns;
- c. briefing the Academic Board verbally on reported outcomes, including regulatory risks, proposed rectifications, and recommendations for improvement;
- d. closing the loop by assessing and reporting on the effectiveness of implemented recommendations, rectifications and improvements;
- e. declare any actual, potential, or perceived conflicts of interest in accordance with ABS's Conflict of Interest Policy; and
- f. must not have been employed by ABS within the preceding three years.

3. POLICY PRINCIPLES

3.1 Self-accreditation processes are:

- a. relevant only to courses of study at AQF levels 8 and 9 and in the Field of Education Management and Commerce (08) for which ABS holds self-accrediting authority;
- b. aligned to ABS's course approval and review processes;
- c. overseen by institutional academic governance processes;
- d. applied consistently to all eligible courses of study, before they are first offered and during re-accreditation; and
- e. self-accreditation decisions must ensure that students are not disadvantaged through changes to course design, delivery or resourcing.

3.2 Evidence Requirements

A course of study is (re) accredited only when there is clear and defensible evidence that:

- a. ABS has correctly implemented this policy and its associated procedure;
- b. the course meets and will continue to meet the applicable Threshold Standards for the full accreditation period for course accreditation;
- c. the resources required to deliver the course as accredited will be available when needed; and
- d. the course aligns with AQF requirements.

3.3 Documentation for Accreditation

The decision to accredit a course of study is informed by overarching academic scrutiny of key documentation, including but not limited to the following:

Governance and Resourcing

- a. new course proposal
- b. resourcing budget and requirements
- c. entry requirements
- d. entry, exit and articulations pathways

Curriculum and Alignment

- e. course outline
- f. unit proposals
- g. constructive alignment
- h. AQF alignment
- i. alignment with professional accreditation requirements, if applicable
- j. mapping of course learning outcomes against unit learning outcomes, course content and assessment tasks
- k. course content

Assessment and Quality assurance

- l. assessment methodologies matrix
- m. assessment tasks and rubrics
- n. external referencing activities
- o. information for students
- p. external disciplinary experts' reports.
- q. student progression, completion and attrition data
- r. graduate outcomes and employability evidence.

3.4 Documentation for Re-Accreditation

The decision to re-accredit a course of study is informed by overarching academic scrutiny of the course that involves consideration of quality assurance activities, including outcomes and improvements relating to:

- a. regular unit reviews
- b. annual course reviews
- c. comprehensive course review
- d. external referencing activities
- e. external disciplinary expert reports

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- f. alignment with professional accreditation requirements, if applicable
 - g. student progression, completion and attrition data
 - h. graduate outcomes and employability evidence.

Re accreditation must commence no later than 12 months prior to accreditation expiry to ensure continuity of delivery and compliance.

3.5 Governance Requirements

1. Accreditation-related risks are monitored through ABS's institutional risk management framework and reported regularly to the Academic Board and Corporate Board.
2. Members of peak institutional bodies involved in the monitoring, review, evaluation and endorsement of a course subject to self-accreditation are:
 - a. competent to assess the course design, delivery approaches and assessment methodologies.
 - b. independent of the staff directly involved in the course development, delivery and operational improvement.
 - c. free of any actual or perceived conflicts of interest.
 - d. comprised of a balance between internal and external members in line with ABS's skill matrices; and
 - e. informed in their evaluations and decisions by recommendations from ABS's peak institutional bodies and independent and external disciplinary expert reports.
- f. All accreditation-related risks identified through these processes must be recorded and monitored through ABS's institutional risk management framework.

4. DEFINITIONS

- **Accreditation** - is the process of formally recognising and validating a higher education course of study.
- **Australian Qualifications Framework (AQF)** - is a national policy that establishes standards for qualifications across schools, vocational education and training (VET) and higher education in Australia.
- **Award Course** - is a course of study that leads to a formal credential upon successful completion.
- **Course** - is a program of study consisting of units.
- **Course and Unit Lifecycle** - is ABS's lifecycle of developing, approving, delivering, reviewing and discontinuing a course and/or unit. It encompasses quality assurance activities that must precede the accreditation process.
- **Limited self-accrediting authority** - self-accrediting authority for higher education courses of study that the provider delivers, or may deliver, in a specific combination of levels and/or fields of education.
- **Non-Award Course** - is a structured program of learning that does not lead to

an accredited AQF qualification.

- **Self-Accrediting Authority** - is assessed and granted by TEQSA. It authorises a higher education provider to accredit its courses of study without TEQSA's approval.
- **Tertiary Education Quality Standards Agency (TEQSA)** - is the national regulator of higher education. It accredits courses of study in the absence of self-accrediting authority (SAA).
- **Unit** - is a discrete component of a course, also referred to as 'subject' in some education environments.

5. REFERENCES AND ASSOCIATED INFORMATION

- [Australian Qualifications Framework \(AQF\)](#)
- [AQF Qualifications Pathways Policy](#)
- [Higher Education Standards Framework \(2021\)](#)
- [Field of Education](#)
- Course Accreditation Framework
- Course Accreditation Procedure
- Course Accreditation Guidelines
- Course and Unit Lifecycle Policy
- Course and Unit Lifecycle Procedure
- Course Re/Accreditation Register

6. POLICY OWNERSHIP

Policy Owner	Chief Operating Officer Consumer Solutions
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Date of Approval	10 June 2026
Effective Date	10 June 2026
Implementation Owner	Head of School ABS
Maintenance Owner	Senior Compliance Manager
Review Due	10 May 2028

7. AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A8.0	10 June 2026	ABS Corporate Board	New policy