

PROCEDURE A8.0-P8.0

COURSE ACCREDITATION

1. INTRODUCTION

1.1 Related Policy

Course Accreditation Policy.

1.2 Purpose

The purpose of this procedure is to give effect to the Course Accreditation Policy by setting out the processes for course accreditation and re accreditation. It ensures that accreditation activities are conducted in a manner 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 procedure applies to:

- a. internal stakeholders - including academic staff, senior leaders, and all peak institutional bodies responsible for course quality, oversight and decision-making, including the ABS Academic Board and ABS Corporate Board, and
- b. external stakeholders - including third-party providers, industry representatives, employers, ABS alumni, and external disciplinary experts who contribute to course review, improvement and accreditation decisions.

1.4 Scope Exceptions

This procedure applies only within the scope of ABS's self-accrediting authority, limited to the Field of Education 08 - Management and Commerce at AQF Levels 8 and 9.

The following course types are beyond the scope of this procedure and are governed by the Course and Unit Lifecycle Policy and Procedure:

- a. non-award courses
- b. award courses at AQF levels excluded from ABS's self-accrediting authority, and
- c. award courses in fields of education excluded from ABS's self-accrediting authority.

2. RESPONSIBILITIES

All academic and non-academic team members referred to in this procedure are responsible for complying with the Course Accreditation policy and this procedure:

The Head of School

- provides academic leadership for course accreditation activities.
- tables accreditation evidence and external review outcomes at the Academic Board, and
- engages external reviewers when directed by the Academic Board.

Chief Quality Officer (or delegate)

- maintains oversight of accreditation processes and documentation
- undertakes evidence gap analyses
- coordinates implementation of approved recommendations, and
- ensures appropriate record retention.

Academic Board

- exercises academic oversight of course accreditation and quality assurance
- appoints external reviewers
- scrutinises evidence and external review outcomes, and
- endorses courses for referral to the Corporate Board.

Corporate Board

- makes final accreditation and re accreditation decisions under ABS's self-accrediting authority.

3. PROCEDURE

3.1 Process Instigation

- a. The Chief Quality Officer tables the Course Accreditation Register at the Corporate Board and Academic Board meetings in the relevant calendar year to confirm accreditation and re-accreditation activities.
- b. The Academic Board ensures appropriate and effective oversight of accreditation-related quality assurance documentation through its sub-committees.

3.2 Evidence Collation

- a. The Head of School (or delegate) liaises with academic leaders and peak institutional bodies to collate evidence including:
 - annual unit (subject) reviews
 - comprehensive course reviews
 - benchmarking and external referencing activities, and
 - improvements arising from student feedback, staff feedback and complaints. (Refer to the Course and Unit Lifecycle procedure for more detail)
- b. The Chief Quality Officer (or delegate) undertakes a gap analysis to confirm the Course and Unit Lifecycle Policy, and its associated procedures were correctly implemented.

3.3 Internal Review

- a. The Head of School tables at Academic Board the:
 - collated evidence
 - the findings of the gap analysis, and
 - the list of independent external disciplinary experts nominated to undertake the external review(s).
- b. The Academic Board reviews the evidence and findings, commissions any required rectifications and improvements from its sub-committees and appoints external reviewers.

3.4 External Review

- a. Appointed external reviewers assess the evidence against standards in sections 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3, 4.1, 4.2, 5.2, 5.3, 5.4, 6.2, 6.3, and 7.2 of the Higher Education Standards Framework (Threshold Standards) 2021
- b. External reviewers submit their written reports to the Academic Board and provide a verbal brief outlining the basis for their findings and recommendations.
- b. The Academic Board resolves whether to accept, accept with conditions, or not accept the external reviewers' recommendations and records the reasons for its decisions in the minutes.

3.5 Quality Improvement

- a. The Chief Quality Officer (or delegate) coordinates the implementation of the approved recommendations and tables progress reports to the Academic Board.
- b. Where directed by the Academic Board, the Head of School, reengages the external experts to assess the effectiveness of the implemented actions and confirm closure of recommendations.

3.6 Preliminary Endorsement

- a. External reviewers provide final advice to the Academic Board in writing and verbally on the outcomes of the review, and whether further revisions are required.
- b. The Academic Board endorses courses for referral to the Corporate Board for an accreditation decision only when it is satisfied that:
 - All approved external reviewer recommendations have been implemented appropriately.
 - The courses demonstrate high academic quality.
 - The courses comply with the Higher Education Standards Framework, the AQF and any relevant professional accreditation requirements.
 - the courses are appropriately resourced and financially viable; and
 - review and improvement processes align with ABS's policies and procedures.

3.7 Final Decision

- a. The Corporate Board accredits or re accredits a course of study under ABS's self-accrediting authority only when there is clear and defensible evidence that:
 - The course Accreditation policy and this procedure have been correctly implemented
 - The course meets and will continue to meet the applicable Threshold Standards.
 - The resources required to deliver the course as accredited will be available when needed, and
 - The course aligns with AQF requirements.
- c. Where the Corporate Board is not satisfied that these requirements are met, it refers to the application(s) back to the Academic Board for further development and revision.

3.8 Record Retention

- a. The Chief Quality Officer (or delegate) ensures that all documentation related to course accreditation and reaccreditation activities, including minutes, reports, decisions, and correspondence is retained in accordance with Scentia's Information Management Policy.
- b. Accreditation-related documentation must be made available for regulatory audit if required.

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.

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 Policy
- Course and Unit Lifecycle Policy
- Course and Unit Lifecycle Procedure
- Course (Re)Accreditation Register.

6. PROCEDURE OWNERSHIP

Policy Owner	Chief Operating Officer Consumer Delivery
Status	New
Approval Authority	ABS Corporate Board
Date of Approval	10 June 2026
Effective Date	10 June 2026
Implementation Owner	Head of School ABS
Maintenance Owner	Senior Compliance
Review Due	10 May 2028

7. AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
P8.0	10 June 2026	ABS Corporate Board	New procedure