

<p><b>Purpose</b></p>	<p>The purpose of this policy is to define the units delivered by BPP Institute and to establish the minimum requirements that each unit of study must contain. This policy will also ensure consistency of format and establish the unit outline includes sufficient and accurate information to allow students to understand the expectations of the unit.</p>
<p><b>Scope</b></p>	<p>This policy applies to all units offered in BPP Institute.</p>
<p><b>Policy Principles</b></p>	<p><b>1. Unit</b></p> <p>1.1. This policy defines a unit, describes the rationale for units, lists the minimum requirements for each unit and outlines the rules for making changes to a unit.</p> <ol style="list-style-type: none"> <li>a. A unit is defined as a discrete component of a course with its own code, title and coherent set of learning activities. Units at BPP Institute can be 10 credit points or 20 credit points. It establishes the core body of knowledge for each specific discipline area and provides a structure within which to manage student expectations, workloads and learning.</li> <li>b. Two units is the standard full-time load for each undergraduate term and four units is the standard full-time load for each postgraduate semester at BPP Institute.</li> <li>c. Each unit will have an online Learning Management System site devoted to it and a unit outline that describes all aspects of learning and engagement required by students for the unit.</li> <li>d. Each unit will have a designated unit coordinator who holds responsibility for the delivery of the unit as described in the unit outline and will report to the relevant Head of School. If the unit coordinator is a Head of School, they will report to the Dean.</li> <li>e. The unit coordinator will also be the first point of contact for student enquiries for the unit and will liaise with the relevant Head of School and the Dean as necessary.</li> <li>f. Minor changes to units (such as changing topic sequences, recommended texts or a tutorial time) can be approved by the Dean and do not require reporting to the Teaching and Learning Committee. All major changes to units, the introduction of new units or the discontinuation of units must be endorsed by the Teaching and Learning Committee. Schedule 1 describes the level of approval required for different changes made to units.</li> </ol>

- g. Academic Board authorises the Teaching and Learning Committee to make decisions on the approval of new or revised units in accordance with this policy and any associated procedures. The outcome of any such decisions must be reported by the Teaching and Learning Committee to the next regular meeting of the Academic Board.
- 1.2. Any proposed changes to units that impact on core requirements for any course must take into consideration the potential impact on accreditation requirements.

## 2. Unit Outline

- 2.1. The policy describes the requirements for unit outlines. The unit outlines are the core information source for all areas of study. All units must be based on a current unit outline that is made available to students through the Learning Management System (LMS) one week before the first class of each study period where the unit is being delivered.
- 2.2. The unit outline will be the formal document to inform students of their learning expectations and must be accurate. Major changes to a unit outline can only be made following submission to and endorsement by, the Teaching and Learning Committee. Minor changes to a unit outline may be permitted following approval by the Dean or delegate as described in Schedule 1.
- 2.3. Each unit outline must at least contain the following:
- a. Unit title;
  - b. Unit code;
  - c. Credit points;
  - d. Contact details of the relevant academic staff;
  - e. A brief unit description to provide students with an overview of what will be covered in the unit;
  - f. Unit learning outcomes which provide the key areas of learning to be gained through studying the unit;
  - g. A description of the assessment strategies, where they map to the learning outcomes when they will be due for submission, and length or expected student workload;
  - h. A list of topics to be covered each week of the study period;
  - i. A list of reference material including textbooks and journals;
  - j. Reference to relevant policies.
- 2.4. Undergraduate unit outlines must also contain details of the graduate attributes, where they map to assessment strategies and the levels at which they will be taught and assessed
- All unit outlines will be reviewed each time the unit is offered to

## UNIT POLICY

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Page: 3 of 3

	ensure they maintain currency.
<b>Related Documents</b>	Unit and Course Teach-out Policy Unit Review Cycle Policy
<b><i>For Administrative Use Only</i></b>	
<b>Responsible Officer</b>	Dean
<b>Contact Officer/s</b>	Dean
<b>Approved by</b>	Academic Board
<b>Definitions</b>	See <a href="#">BPP Institute`s Glossary of Terms and Acronyms</a>

<b><i>Version History</i></b>		
<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>