

# Unit Guide Policy

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## 1. Purpose

To ensure that Unit Guides provide a concise and public source of information about units offered by SIBT as evidence of a well-planned high quality process of learning and teaching.

## 2. Application

This policy applies to all units offered by SIBT. It is particularly relevant to staff involved in the teaching or management of a unit, and to students.

## 3. Policy Statement

A Unit Guide provides students with a concise and public source of information about a unit, including, but not limited to, the aims, expected outcomes, structure and requirements and assessment of a unit of study. Students may use Unit Guides to make decisions about programs of study and to manage their workload during a session. They also serve to introduce students to the expectations, values and priorities of SIBT as a community of learners and teachers.

For teaching staff, developing a Unit Guide can be a stimulus to reflection on the nature and purposes of teaching in a discipline, a faculty and in a tertiary environment. Unit Guides may be considered as evidence of a staff member's effectiveness as a teacher, and successive Unit Guides can be used to demonstrate the development of a teacher's approach to learning and teaching over time.

Every unit offered by SIBT will have its own Unit Guide.

Each Unit Guide will be written and available in English.

Each Unit Guide will be available to current students via the SIBT Student Portal and in the Learning Management System at least one week before the scheduled start date of the unit.

Unit Guides are also available to prospective students and can be accessed in the Student Portal Noticeboard via the SIBT web site.

All Unit Guides remain the property of SIBT.

As a minimum, all Unit Guides will include the following information:

- full unit title;
- unit code;
- credit point value;
- the context of the unit - study period and year of offering;
- name and contact details of the Program Convenor, Unit Coordinator and, where possible, all other staff involved in teaching the unit;
- unit description;
- any specific requirements or attributes that each student needs to have to do the unit;

- specialist equipment required including BYOD technology ;
- expected learning outcomes;
- signature capabilities to be developed;
- weekly topics and associated references
- summary of the assessment tasks students must undertake to demonstrate their learning;
- the assessment requirements (such as length of written tasks, assessment due dates, final examination duration) and their relative weightings;
- the criteria and standards for grading against which individual assessment tasks will be judged;
- the submission method for each assessment task;
- how each assessment task aligns with the unit Learning Outcomes;
- what is required to complete the unit satisfactorily;
- required unit materials and/or recommended readings;
- statement about where staff consultation hours can be found and where they are published
- improvements based on student feedback collected in Student Evaluation of Units.

Each Unit Guide will be archived and made available on request.

#### **4. Changes and Approval Process**

Unit Review, which is a standard part of SIBT's approach continuous improvement, may prompt amendments to Unit Guides to ensure accuracy.

If this is the case, changes to Unit Guides follow the approval process below:

- proposed by the relevant Unit Coordinator;
- considered and approved by the Program Convenor; and
- noted by the Academic Director and the relevant Program Advisory Committee.

#### **5. Related Documents**

Program Development, Monitoring and Review Policy

Unit Review Procedure

Assessment Policy & Procedures

Grade Review and Appeal Policy

Records Management Policy

Student Complaints and Appeal Policy

Amendment History

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	Academic Board	
<b>Initial Approval Date:</b>	30 July 2013	
<b>Date for Next Review:</b>	17 April 2022	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
30/07/2013	1	New Policy
10/03/2016	2	Endorsed with minor changes by SMT.
11/03/2016	3	Approved by Interim Academic Board
17/04/2019	4	Approved by Academic Board