 <b>BOND UNIVERSITY</b>	<b>NON-AWARD STUDY PROCEDURE</b>
Procedure Owner	Deputy Provost Education
Contact Officer	Deputy Provost Education
Approval Authority	Curriculum Review Committee
Date of Next Review	October 2026

### 1. PURPOSE AND OBJECTIVES

This Procedure outlines essential processes relating to the management and administration of Bond University's Non-Award Study Policy (TL 3.3.2), including the University's Non-credit Microcredentials and Non-Award Study supported by the Microcredentials Unit.

[Non-Award Study](#) enables Bond University students, alumni, and the wider community to enhance their professional, educational, or personal skills and knowledge without enrolling in an Australian Qualifications Framework (AQF) Award qualification.

A Non-credit Microcredential is non-credit study which, on its own, may not be used to apply for recognition of prior learning (RPL) as set out in the University's Credit Policy (SS 5.4.3), or to apply for pathway entry into an AQF award qualification. The Procedure relating to Non-credit Microcredentials complies with the [National Microcredentials Framework](#) (2022) in terms of the definition, unifying principles, and minimum standards for microcredentials on the Australian Government microcredential marketplace [MicroCred Seeker](#).

### 2. AUDIENCE AND APPLICATION

All Bond University and Bond University College staff, external consultants and partners involved in the design and delivery of Non-Award Study, including Non-credit Microcredentials, and all students and learners ([Non-degree students](#)) undertaking Non-Award Study.

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Deputy Provost Education	<ul style="list-style-type: none"> <li>▪ Endorses proposals for Non-credit Microcredentials</li> <li>▪ Endorses proposals for Credentials</li> <li>▪ Endorses proposals for Non-Award Study other than Credentials</li> <li>▪ Oversees governance processes and quality assurance</li> <li>▪ Oversees governance processes and quality assurance of Endorsed Learning Activities (ELAs)</li> </ul>
Executive Dean of Faculty or Head of University Academic Unit (UAU)	<ul style="list-style-type: none"> <li>▪ Approves the offer of existing subjects for <a href="#">Subject-equivalent study</a>, single subject study or audit study</li> <li>▪ Endorses initial proposals for the development of new Non-Award Study entities</li> </ul>
Vice President, Future Students	<ul style="list-style-type: none"> <li>▪ Endorses proposals for ELAs</li> </ul>
Director, Microcredential Unit	<ul style="list-style-type: none"> <li>▪ Recommends approval of proposals for new Non-credit Microcredentials to the Deputy Provost Education</li> <li>▪ Oversees development, delivery, and review of Non-credit Microcredentials and Non-Award Study delivered on the Bond Learner Platform</li> </ul>
Faculty or UAU Learning and Teaching Committee	<ul style="list-style-type: none"> <li>▪ Assures quality and currency across all aspects of learning and teaching within the Faculty or University Academic Unit (UAU)</li> <li>▪ Assures quality and currency of all subjects offered for Non-Award Study by the Faculty or UAU</li> <li>▪ Oversees Non-award Study within the Faculty or UAU</li> </ul>
Curriculum Review Committee	<ul style="list-style-type: none"> <li>▪ Endorses new Non-Award Study entities*</li> <li>▪ Endorses amendments to existing Non-Award Study entities*</li> <li>▪ Monitors the development and review of Non-Award Study to ensure compliance with University policy and quality assurance processes</li> <li>▪ Approves website information in the case of subject-equivalent study</li> </ul>
University Learning and Teaching Committee	<ul style="list-style-type: none"> <li>▪ Oversees quality assurance in the areas of learning, teaching, and assessment</li> </ul>

Academic Senate	<ul style="list-style-type: none"> <li>▪ Endorses new Non-Award Study entities*</li> <li>▪ Endorses amendments to existing Non-Award Study entities*</li> </ul>
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\* With the exception of Non-credit Microcredentials

#### 4. PROCEDURE

All new Non-Award Study within the scope of the Non-Award Study Policy (TL 3.3.2) must be developed and approved as set out in the Non-Award Study Policy and the following Schedules to this Procedure:

Naming and Coding Protocol for Non-Award Study	<a href="#">Schedule A</a>
Development Process for Non-Award Study	<a href="#">Schedule B</a>
Permissions Process for New Credentials	<a href="#">Schedule C</a>
Sample Checklist: Development of Endorsed Learning Activities	<a href="#">Schedule D</a>
Development and Approval of Non-credit Microcredentials	<a href="#">Schedule E</a>
Bond Non-credit Microcredentials approvals workflow (Faculty example)	<a href="#">Schedule F</a>
Non-credit Microcredential Module Design Plan Template	<a href="#">Schedule G</a>
AQF Award subjects available for audit study by Bond HDR students and staff	<a href="#">Schedule H</a>

#### 5. DEFINITIONS, TERMS, ACRONYMS

The terms in this Procedure take the meaning set out in the Non-Award Policy.

#### 6. RELATED DOCUMENTS

[Admissions Policy \(SS 5.4.1\)](#)  
[Credit Policy \(SS 5.4.3\)](#)  
[Credit Procedure \(V2\)](#)  
[Curriculum Management Policy \(TL3.4.2\)](#)  
[Curriculum Management Procedures](#)  
[Enrolment Policy \(SS 5.4.4\)](#)  
[Non-Award Study Policy \(TL 3.3.2\)](#)  
[5-year Subject Review template](#)

#### 7. MODIFICATION HISTORY

Date	Sections	Source	Details
20 October 2023			Date first approved

**NAMING AND CODING PROTOCOL FOR NON-AWARD STUDY**

Bond University has legislated responsibilities as a Table B Provider under the [Tertiary Education Quality and Standards Agency Act 2021](#) (TEQSA Act) and the [Higher Education Support Act 2003](#) (HESA Act) attached to subjects under reporting requirements such as Provider Default, as outlined in the Default Procedures. Provider Default includes but is not limited to failure to start to provide a subject to the student on the day on which the subject was scheduled to start and the student has not withdrawn before that day; this is a risk for Non-Award Study offered outside AQF-award study periods. Further obligations for Higher Education Providers are identified within the [Threshold Standards Framework](#) related to the delivery of programs and subjects.

Distinct codes enable the University to meet its legislative responsibility, monitor Non-Award Study offerings, support Non-Award students, and provide flexibility in study periods. The distinct code requirement does not apply to Exchange or Study Abroad programs, Audit Study, ELICOS or Foundation subjects, or to single subject study. Refer to Table 1 for more information.

**Naming Protocol**

1. Non-Award Study (NAS) titles and codes should be distinct from any Australian Qualifications Framework (AQF)/Award program or subject. As such, titles of award names (Bachelor, Graduate Certificate, Master etc.) and titles which infer that credit will be awarded must not be used.
2. If the NAS features a credential: that is, a 'shell' in which multiple NAS modules are housed, avoid the titles Program or Course. Foundation Programs should be named as such in line with the *Education Services for Overseas Students (Foundation Program Standards) Instrument 2021*.
3. Use recognised terms as appropriate: for example, Executive, Credential, Preparatory, Qualifying.
4. Use of the term Bridging or Pathways study is limited to Bond University College.
5. Where NAS aligns with external or professional accreditation, use recognised terms as appropriate: for example, Registration support or Accreditation support etc.
6. NAS approved prior to September 2023 will retain existing titles and coding protocol until the subsequent review date, at which point the revised code will be applied through the Major Change workflow.
7. AQF award subjects offered as subject-equivalent NAS will retain their original name.
8. Post nominals/abbreviated titles are not permitted for any form of Non-Award Study.

**Coding Protocol**

The coding protocol is summarised below. The application of codes follows one of two paths:

1. Non-Award Study types approved in CURMIT are allocated a code following the protocol when the entity is entered into Student One.
2. Subject-equivalent study and Credit-eligible Non-Award Study is not entered into Student One. The codes applied to these Non-Award Study types are checked post-approval by the Curriculum Manager.

**Table 1**

TYPE OF NON-AWARD STUDY	INCLUSIONS	CODING PROTOCOL
<b>Credit-Aligned Non-Award Study</b>		
Credential	Shells in which multiple NAS opportunities are housed	Unique code approved by the Deputy Provost Education in line with Student One protocols
<a href="#">Subject-equivalent study</a>	An AQF Award subject made available as Non-Award Study and offered outside regular study periods.	Prefix of Faculty/UAU initial followed by new code
Single Subject study	AQF Award subjects offered as Non-Award Study within the same study period/s as AQF Award students	Existing (AQF award) naming and coding protocol
Credit-eligible non-award study	1. Non-Award Study which is not subject-equivalent	Prefix of Faculty/UAU initial followed by new code
	2. Endorsed Learning Activities	Prefix BEXT followed by OFS-derived code
	3. Preparatory (Bridging or Pathways) study not owned or delivered by Bond University College	Prefix of Faculty/UAU initial followed by new code
Exchange	1. Exchange Program – Undergraduate (BU-56020) (CRICOS 108517G)	Existing (AQF award) naming and coding protocol

	2. Exchange Program - Postgraduate (BU-56021) (CRICOS 108518F)	
Study Abroad	1. Study Abroad program - Undergraduate (BU-58005) (CRICOS 108513M) 2. Study Abroad Program – Postgraduate (BU-59001) (CRICOS 108514K)	Existing (AQF award) naming and coding protocol
<b>Non-Credit Non-Award Study</b>		
Non-credit Microcredentials		Study delivered on the Bond Learner Platform has a prefix of BU followed by Faculty/UAU cost centre and a unique cost code
Audit Study	Subjects made available for audit by Higher Degree by Research students (Schedule H)	Existing (AQF award) naming and coding protocol
<u>Bridging and Pathways Study</u>	1. Diploma Preparation Program (CO-00020) (CRICOS 0101445) 2. Bridging Study (Bond University College)	
Study Tours	Study Tours (BU-50009)	Existing protocol as per the relevant Standard and current practice
Foundation program(s)	Bond University College Foundation Program (CO-00001) (CRICOS 063151G)	
English Language Intensive Courses for Overseas Students (ELICOS)	English (CO-00023) (CRICOS 103878M)	

#### Faculty, UAU and MCU initials

Bond Business School	B
Bond University College	CO
Faculty of Health Sciences and Medicine	H
Faculty of Law	L
Faculty of Society and Design	S
Microcredential Unit	BU
Transformation CoLab	T

**DEVELOPMENT PROCESS FOR NON-AWARD STUDY**

Non-Award Study	Process Steps					
<b>Credit-Aligned Non-Award Study</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Credential	Deputy Provost Education approves new credential, nomenclature and code		CURMIT workflow is initiated.	CRC and Academic Senate endorsement.	Credit equivalence database and Intranet site are updated	Curriculum Manager checks codes post-approval
Subject-equivalent study	Executive Dean or equivalent approves subject for delivery as NAS outside regular study period	Deputy Provost Education and Director, MC Unit endorse proposal including naming and coding	MC Unit development commences for any online content.	CRC <sup>1</sup> and Academic Senate endorsement.		
Single Subject study	Executive Dean or equivalent approves subject for delivery as NAS	Deputy Provost Education and Director, MC Unit endorse proposal <sup>2</sup>				
Credit-eligible non-award study	Director, MC Unit approves Faculty or UAU proposal	Executive Dean and Deputy Provost Education approve proposal	MC Unit and Deputy Provost Education endorse naming and coding	CURMIT workflow is initiated, and MC Unit commences development	CRC and Academic Senate endorsement	Credit equivalence database and Intranet site are updated. Curriculum Manager checks codes post-approval
Endorsed Learning Activities	Vice President Future Students endorses proposal	Deputy Provost Education and Director, MC Unit endorse proposal including naming and coding	CURMIT workflow is initiated, and MC Unit development commences	CRC and Academic Senate endorsement	Credit equivalence database and Intranet site are updated. Curriculum Manager checks codes post-approval	
Exchange and Cross-Institutional study	Exchange and Cross-Institutional Study is governed by the Academic Programs Policy <a href="#">Schedule J</a>					
Study Abroad	Study Abroad is governed by the Academic Programs Policy <a href="#">Schedule K</a>					
Student for a Semester	Student for a Semester is governed by the Academic Programs Policy <a href="#">Schedule L</a>					

**Non-Credit Non-Award Study**

	1	2	3	4	5	6
Bridging and Pathways study	Director, BUC endorses proposal	Deputy Provost Education endorses proposal	CURMIT workflow is initiated, and development commences	CRC and Academic Senate endorsement	CRICOS and other registrations are made as applicable	Credit equivalence database and Intranet site are updated. Senior Administration Officer checks codes post-approval.
Preparatory study	Faculty or UAU Associate Dean Learning and Teaching or equivalent endorses proposal	Deputy Provost Education endorses proposal				
Foundation programs	Director, Bond University College endorses proposal	Deputy Provost Education endorses proposal				
Study Tours from Bond University College (BUC)	Director, Bond University College or Faculty Associate Dean Learning and Teaching endorses proposal	Deputy Provost Education endorses proposal				
Study Tours from Faculty or UAU	Associate Dean Learning and Teaching or equivalent endorses proposal	Deputy Provost Education endorses proposal	CURMIT workflow is initiated, and development commences	CRC and Academic Senate endorsement	Credit equivalence database and Intranet site are updated. Curriculum Manager checks codes post-approval.	
English Language Intensive Courses for Overseas Students (ELICOS)	Director, Bond University College endorses proposal	Deputy Provost Education endorses proposal	CURMIT workflow is initiated, and development commences	CRC and Academic Senate endorsement	CRICOS, ELICOS and other registrations are made as applicable	Credit equivalence database and Intranet site are updated. Senior Administration Officer checks codes post-approval.

<sup>1</sup> In the case of Subject-equivalent study, the description listed on the microcredential pages of the website must be identical to that which appears on the subject page and must be endorsed by CRC.

<sup>2</sup> In the case of single subject study, the subject description listed on the microcredential pages of the website must be identical to that which appears on the subject page; a link to the subject page is preferred.

**PERMISSIONS PROCESS FOR NEW CREDENTIALS**

A credential is a non-award “program” in which Non-Award Study modules are housed. [Bond Experience](#) is the University’s preferred credential and it is envisaged that it will meet all NAS needs other than those entities detailed above. Bond Experience (BU-50007) enables learners to complete non-award studies on-campus at Bond University. Learners are provided the same experience as Bond University students, with access to campus facilities as appropriate. Bond Experience contains multiple non-award study opportunities ranging from *Medical Negligence* to *Intellectual Property Rights* and *BIM and Big Data*.

A proposal for a new credential should be submitted in writing to the Deputy Provost Education. New credentials will be approved by the Deputy Provost Education only when a case can be made that there is significant market or university gain from housing the proposed modules within an alternative credential.





**SAMPLE CHECKLIST: DEVELOPMENT OF ENDORSED LEARNING ACTIVITIES**

The following checklist illustrates the development process for Endorsed Learning Activities (ELAs) and is provided as a template for adaptation to other forms of Non-Award Study.

Step	Development and Quality Assurance Checklist for Endorsed Learning Activities	
<b>Idea</b>	ELA concept initiated through Office of Future Students (OFS) School Advisory Group or Faculty/University Academic Unit (UAU) Committee	<input type="checkbox"/>
	Faculty or UAU confirm viability as an ELA and identify Subject Matter Expert (SME)	<input type="checkbox"/>
	School Advisory Group and SME finalise ELA concept	<input type="checkbox"/>
	Faculty or UAU and OFS approve proposal development	<input type="checkbox"/>
	OFS and SME develop proposal including learning outcomes, outline, delivery timeline, contact hours, and existing materials which can be repurposed	<input type="checkbox"/>
	Faculty or UAU approves SME to be available for delivery	<input type="checkbox"/>
	OFS prepares contract for payment of development and delivery	<input type="checkbox"/>
	OFS finalises marketing and communication plan	<input type="checkbox"/>
	Vice President Future Students approves the ELA to proceed to Design and Development	<input type="checkbox"/>
	OFS adds committee dates for Curriculum Review Committee (CRC) and Academic Senate to development timeline	<input type="checkbox"/>
	OFS submits support requests to Information Technology Services (ITS) and Office of Learning and Teaching (OLT) for Design and Development	<input type="checkbox"/>
	OFS incorporates ITS and OLT support availability in the Design and Development timeline	<input type="checkbox"/>
	<b>Design Plan</b>	SME, OLT, and SME create Design Plan, including support needs for development
OLT confirms that the Design Plan (including learning outcomes and materials, assessment and delivery, and refinement of existing materials) meets the requirements of AQF 7, associated program rules and relevance policies		<input type="checkbox"/>
Design plan stipulates use of Articulate to create all asynchronous content on Bond Learning Platform (BLP)		<input type="checkbox"/>
Design plan stipulates applicable Copyright/Legal/Technical checks		<input type="checkbox"/>
OLT provides Design Plan and BLP course outline to Deputy Provost Education and Faculty		<input type="checkbox"/>
Deputy Provost Education and Faculty endorse Design Plan for development		<input type="checkbox"/>
ITS creates BLP course site		<input type="checkbox"/>
<b>Development</b>	OFS coordinates Articulate Seats for SME as required	<input type="checkbox"/>
	SME develops learning materials	<input type="checkbox"/>
	OLT and other support delivered as per Design Plan	<input type="checkbox"/>
	OFS selects course image/teaser video for BLP course page	<input type="checkbox"/>
	OFS creates certificate template	<input type="checkbox"/>
	OFS completes instructor bio page (image, bio, credentials, skills)	<input type="checkbox"/>
	OFS exports course from Articulate into BLP ready for review	<input type="checkbox"/>
	OFS and Events create registration page, room bookings and catering	<input type="checkbox"/>
	OLT confirms that the developed ELA is consistent with the design plan and provides appropriate learning outcomes and assurance of learning	<input type="checkbox"/>
	Deputy Provost Education reviews the ELA development and approves for Committee approval	<input type="checkbox"/>
	OFS tables ELA for CRC and Senate approval with support from Deputy Provost Education	<input type="checkbox"/>
	ELA opened for registrations once Senate approval is in place	<input type="checkbox"/>
<b>Delivery</b>	ELA delivered by SME and supported by OFS	<input type="checkbox"/>
<b>Monitoring</b>	ELAs reviewed each time associated subject undergoes a major change and every five years	<input type="checkbox"/>

## **DEVELOPMENT AND APPROVAL OF NON-CREDIT MICROCREDENTIALS**

The Procedure outlines essential processes relating to the management and administration of Bond University’s Non-credit [Microcredentials](#). The Procedures comply with the [National Microcredentials Framework](#) (2022) in terms of the definition of microcredentials, unifying principles and the minimum standards for microcredentials included on the Australian Government microcredential marketplace, [MicroCred Seeker](#).

The following table summarises the typical characteristics of Non-credit Microcredentials. Customers enrolling in a Non-credit Microcredential at Bond University are categorised as [Learners](#). This enables the student management system and enrolment process to accommodate Microcredential learners.

<b>Delivery</b>	Self-paced, Online, Flexible start date, one-year access to content
<b>Learner Application</b>	No
<b>Enrolment</b>	Learners sign up to the Bond Learner Portal and self-register
<b>Systems</b>	<ul style="list-style-type: none"> <li>▪ Bond Learner Portal</li> <li>▪ iLearn</li> </ul>
<b>Credit</b>	None
<b>Recognition</b>	Digital certificate
<b>Example</b>	Mobile Storytelling

Non-credit Microcredentials can be:

- Online, in-person or blended
- Self-paced, educator-led workshop or blended
- Set start date or flexible start date
- Set access period or 1-year access

The following criteria will apply to every Non-credit Microcredential:

- A microcredential will certify achievement of a coherent set of skills and knowledge and feature a statement of purpose alongside learning outcomes, and evidence of need by industry, employers, professional associations and/or other communities or stakeholder groups.
- A non-credit Microcredential is not eligible for academic credit.
- Microcredential learning outcomes will align to the Learning Outcomes Matrix.
- A non-credit microcredential may be designed for a novice learner, or learners with existing skills, experience and/or knowledge.
- Microcredentials must align with Bond’s strategic direction and must be financially viable, with consideration given to development and delivery costs and other factors as appropriate.
- All microcredentials must comply with copyright laws and uphold academic integrity standards.

### **Naming and Coding Protocol**

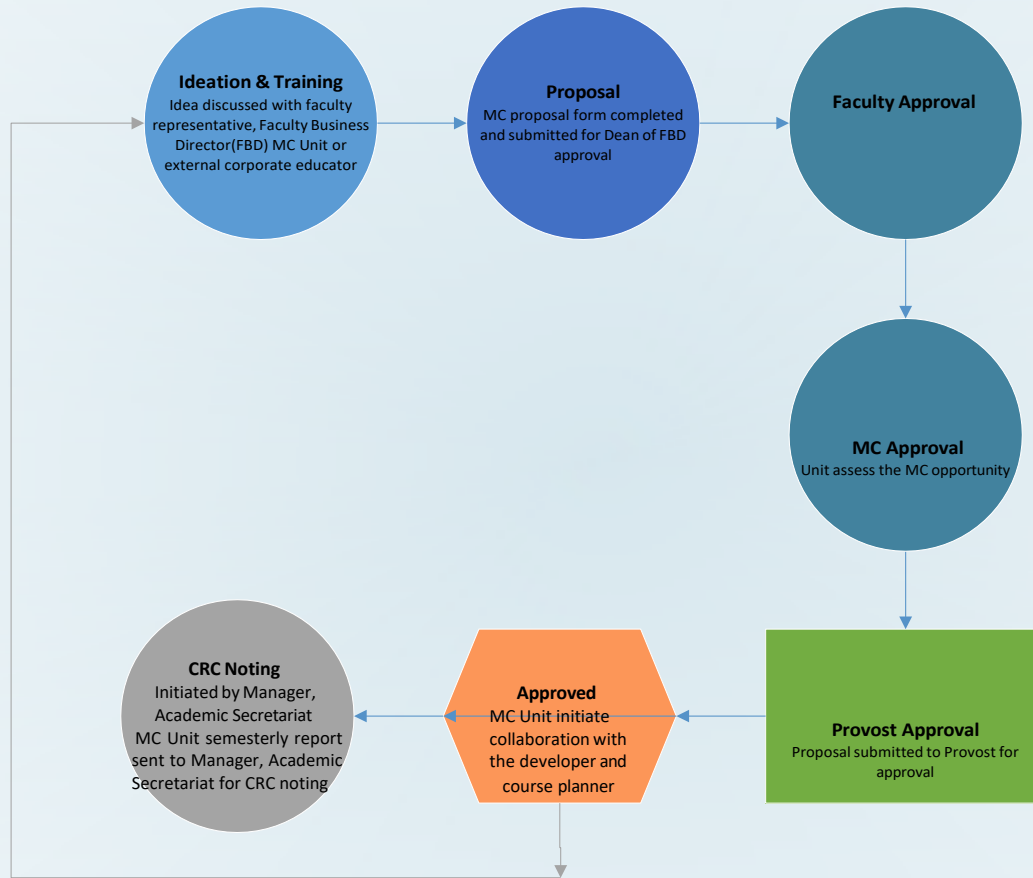
Study through the Bond Learner Platform has a prefix of BU followed by Faculty/UAU cost centre and a unique cost code. The Bond Learner Portal auto-generates part of the MC code.

### **Associated documents**

- [MCU SharePoint: Getting started \(training and proposal form\)](#)
- [MCU SharePoint: Design and Development \(style guide\)](#)
- [MCU SharePoint: Copyright](#)
- [Microcredential Rise module template](#)
- [Microcredentials on the Bond website](#)
- [Bond Learner Portal](#)

**BOND NON-CREDIT MICROCREDENTIALS APPROVALS WORKFLOW**

**Workflow for Not for Credit Microcredential Approval**



MC Unit:  
Stephanie Brown, Executive Officer (BBS & FSD)  
Hannah Pilkington, Project Officer (Law & HSM)

NON-CREDIT MICROCREDENTIALS MODULE DESIGN PLAN TEMPLATE

<b>Microcredential Title</b>	
<b>Module 1 Topic:</b>	
<b>Expected Duration:</b>	
<b>Module Learning Goals:</b>	
<b>Module Learning Outcome/s:</b>	
<b>Module Structure:</b>	
<b>Resources included:</b> <i>Images, references, video links, website links</i>	
<b>Formative Assessment:</b> <i>How will you check learner understanding within the module?</i>	
<b>Summative Assessment:</b> <i>(iLearn quiz) Linked to course outcomes, question types, number of questions</i>	

**AQF AWARD SUBJECTS AVAILABLE FOR AUDIT STUDY BY BOND HIGHER DEGREE BY RESEARCH STUDENTS AND STAFF**

The availability and number of audit places will be determined by the faculty or UAU on the basis of enrolment numbers, staff workload, and other considerations.

<b>Faculty requesting audit subject</b>	<b>Code</b>	<b>Title</b>
BBS	BUSN73-402	Quantitative Research Methods
BBS	BUSN73-403	Advanced Quantitative Methods
BBS	DTSC71-100	Business Analytics Coding
BBS	DTSC71-200	Data Science
BBS	DTSC71-301	Applied Machine Learning
BBS	DTSC71-306	Advanced Machine Learning
BBS	MKTG71-303	Market Research
BBS	MKTG71-315	Marketing Analytics
BBS	MKTG71-320	Strategic Marketing
BBS	FINC71-305	Financial Derivatives
BBS	FINC71-601	Corporate Finance
HSM	HLSC41-141	Research Preparation & Design
HSM	HLSC41-140	Research Analysis and Communication
HSM	HLSC41-152	Research Preparation and Design (Intensive)
HSM	HLSC41-151	Research Analysis and Communication (Intensive)
FSD	HUMR71-100	Research Methods and Data Visualisation
FSD	DTSC11-100	Business Analytics Coding
FSD	DTSC71-300	Infrastructure for Data Analytics

Last updated August 2023.