UNIT CODING POLICY

Approving authority	Academic Board
Purpose	This policy sets out the basis for cataloguing Unit codes for higher education courses.
Responsible Officer	Academic Dean
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Assessment Policy and Procedure
Academic Progress Policy and Procedure
Credit Transfer and Articulation Policy
Course and Unit Approval and Review Policy and Procedure
Records Management Policy and Procedure
Unit Credit Points Policy

1.   PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as "the Institute") is committed to the delivery of high quality educational courses. This is achieved through the provision of flexible methods of learning that enable student choice; facilitation of student mobility between education and training providers nationally and internationally; compliance with regulatory and best practice standards; the provision of efficient and rationalised unit and course offerings and consistency in educational offerings at the same level.

Units are the component parts of accredited courses. Units are designed as discrete entities, but they should also be designed to complement other Units to form a coherent program of study that leads to the learning outcomes of an award course. Each Unit has a distinct set of learning outcomes, the achievement of which is measured through appropriate assessment tasks.

2.   SCOPE

This policy applies academic staff involved in the development or review of Units coding for Institute accredited courses.

3.   DEFINITIONS

Coding
Coding is the process of assigning letters and numbers to something for classification or identification.

Course Catalogue
The Course Catalogue is the collection of the courses offered by the Institute.

Unit of study
A unit of study is an individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript and has an assigned credit point value. Units of study can be core (mandatory) or elective (optional). A unit can also be viewed as the study of a particular topic within a wider field and is a unit of the basic building block of a qualification.

There are three different types:

- level 1: Units of study designed to introduce you to a particular subject area. They will usually have a 1000 level code. Level 1 units are often the prerequisites for enrolment in level 2 and level 3 units of study;
- level 2: Units of study that are more specialised. They will usually have a 2000 level code;
- level 3: Units of study that are the most specialised and provide a deeper understanding of a subject area. The unit of study will usually have a 3000 level code.

4. POLICY

4.1 Accredited courses will be comprised of units and in order to effectively manage, track and record students' progress during their courses, units will be given a unique identifier.

4.2 The collection of the units offered by the Institute is referred to as the Unit Catalogue. Course units in the Unit Catalogue will be allocated a Unit Catalogue Number.

4.3 Each Unit of a Course will be designated an academic level which is one of the following:

Undergraduate:
This is designed for students taking programs at AQF level 7. The course is designed for students in the undergraduate career, taking sub-Bachelor degree qualifications (e.g. Diploma, Advanced Diploma and Associate Degree), Bachelor degree, and Bachelor Honours degree programs.

Postgraduate
This is designed for students taking postgraduate programs which may include Graduate Certificate and Graduate Diploma at AQF level 8, and Master's degree at AQF level 9.

Non-award
This is designed for students undertaking units which do not lead to an award the Institute is accredited to offer. Non-award Units may be standalone units or a training program leading to a certificate of completion only.

4.4 Each Unit in a Course is allocated a unique Unit Catalogue Number which conforms to the following scheme:

Study Area
The Study Area is designed to be meaningful to students and other stakeholders in capturing the broad field of knowledge and the nature of the content covered in the unit.. The following is the list of the Study Area Codes.

Study Area Code	Study Area descriptor
ACC	Accounting
ECO	Economics
ENT	Entrepreneurship or small business
FIN	Finance, Financial Planning

| Study Area Code	Study Area descriptor
HRM	Human Resource Management
ICT	Information Computer Technology, Information Computer Systems
ITH	International Tourism and Hospitality Management
LAW	Law
MKT	Marketing
MGT	Management
STA	Statistics

Study Level

The Study Level of the Unit is designed to indicate the level of study of the course. These are as follows:

Degree	Year	How Advanced is Study	Study Level of Unit
Undergraduate	1	Introductory	1
	2	Intermediate	2
	3	Advanced	3
	4	Honours	4
Postgraduate (Coursework)	A generic code for Graduate Certificate, Graduate Diploma, Masters and Doctorate		9

Unique Unit Identifier

The Unique Unit Identifier can be any number between 000 and 999.

4.5 The following example illustrates how a level 1 Accounting unit from an undergraduate degree would be catalogued:

A	C	C	1	1	0	0

Study Area Code   Study level of the Unit   Unique Unit identifier
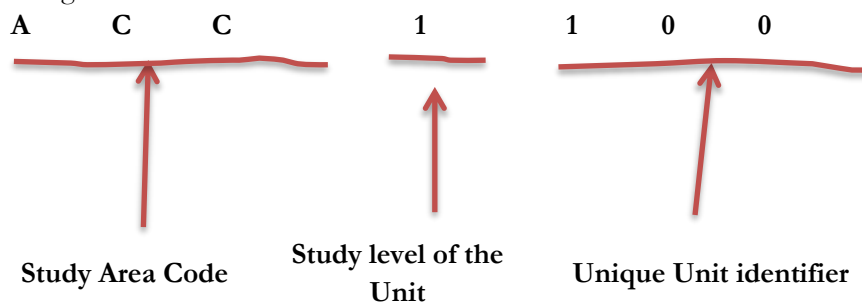
Process of Allocating Codes to Units of Study

4.6 When a new course is being developed the Academic Dean will allocate a Unit Code for each unit on the course based on the unit coding system described in this policy. Units in existing courses will retain their previously allocated unique unit code.

4.7 When new units or existing units are being revised, Academic Dean will allocate a Unit Code for each unit on the course based on the unit coding system described in this policy.

4.8 When allocating code to the area of study the following principles should be followed:

- the Study Area Code should be useful to students and other stakeholders in that it intuitively identifies the area of study;
- the Study Area Code should be broad enough to cover changes in an area of study over time, and not too narrow as to lose meaning. Where a course straddles two or more areas, a Study Area Code that reflects the main are of study will be chosen.

4.9   The design of all new courses and all new course applications will include course unit codes determined in accordance with this Policy and the **Course and Unit Approval and Review Policy and Procedure**.

5.   QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

5.1   internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;

5.2   externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;

5.3   internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).

5.4   referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6.   FEEDBACK

Feedback and comments on this policy is welcomed by the designated responsible officer of the Institute.

7.   ACKNOWLEDGEMENT

This policy was developed with reference to the following:
- Australian Catholic University, Guidelines for the Coding and Naming of Units, 2023 (Guidelines for the Coding and Naming of Units - Policies - Australian Catholic University (acu.edu.au))
- Charles Darwin University, Units and Courses Policy, 2023 (Units and Courses Policy / Governance Document Library (cdu.edu.au))
- Griffith University, *Course Catalogue, Coding and Other Course Attributes Policy*, 2023 (Course Attributes Policy (windows.net))
- University of Melbourne, *New Subject Codes, Areas of Study and Study Levels – updated*, June 2013

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	December 2013	Initial issue	AB
2.0	August 2018	Internal Review	AB
2.1	October 2019	Internal Review	AB
3.0	September 2023	Internal Review	AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth)		

Note: AB = Academic Board