

### P06: UNIT PLANS

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due: May 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Policy amendment</li> <li>• Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
28/01/14	Scheduled	Re-written to incorporate change to Unit Plan review and moderation process.	Adam Niven
18/12/14	Policy amendment	Minor revisions for new review and improvement process	Adam Niven
05/05/17	Scheduled	3.2 lecturer updates unit plans; references to Moodle	Academic Council

#### 1. Purpose of Unit Plans

- 1.1. The Unit Plan provides all the details of a unit of study to enable the student to successfully complete the unit of study.
- 1.2. The Unit Plan provides an outline of what the student should expect to achieve from the unit (unit outcomes) and how the student will demonstrate those outcomes (assessment items).

#### 2. Responsibility for Unit Plans

- 2.1. The Teaching and Learning Committee is responsible for all Unit Plans.
- 2.2. Unit Plans are reviewed and revised as per P29 Unit Moderation and Review.

#### 3. Role of College Administrator

- 3.1. The College Administrator is responsible to supply all appointed teaching faculty a copy of the current Unit Plan after appointments are made by the Academic Council in May and November respectively.

- 3.2. The lecturer is responsible to manage the updating process for Unit Plans as part of the review process and the College Administrator ensures master copies of approved Unit Plans are maintained.

#### 4. Unit Plan Preparation

- 4.1. The Unit Plan contains the following information:
  - 4.1.1. Study Level: The relevant study level is indicated.
  - 4.1.2. Unit Code: The unit code, as set by the Teaching and Learning Committee, is indicated.
  - 4.1.3. Unit Title: The unit title as set by the Teaching and Learning Committee is indicated.
  - 4.1.4. Semester: The semester number and year in which the unit is running is indicated.
  - 4.1.5. Online Content/Forum access: Details for online access such as Moodle Keys should be entered; devising Moodle Keys is a College Office responsibility.
  - 4.1.6. Lecturer Details: The unit lecturer should supply their name including title, a contact phone number and/or a contact email address.
  - 4.1.7. Unit Overview: The unit overview is a few paragraphs that are set and revised by the Teaching and Learning Committee that allows students to obtain an overview of not only what the unit content will cover, but also how the unit is useful within a ministry context.
  - 4.1.8. **Academic Details:** This table contains the following:
    - 4.1.8.1. Location in Course: This information outlines details on where the course fits within the structure of the overall course of study.
    - 4.1.8.2. Workload: This information outlines the actual hours of workload that would be expected of a student to complete the unit, including all contact hours, assessment items and individual/group study activities.
    - 4.1.8.3. Pre-Requisites: This information outlines any pre-requisite units a student would have been required to complete prior to enrolment in the current unit.
    - 4.1.8.4. Learning Outcomes: This information outlines each of the ways in which the unit will be delivered.

- 4.1.8.5. **Summary of Content:** This information outlines the key content areas that the unit will cover.
- 4.1.8.6. **Learning outcomes:** This information outlines the measurable outcomes which the student will be required to demonstrate to complete the unit.
- 4.1.8.7. **Requirements to complete:** This information provides the generic requirements required to complete the course in terms of a minimum grade and attendance requirements.
- 4.1.9. **Assessment Summary:** This table outlines the details of items of assessment including a brief summary of type, time of assessment, weighting and relevant unit learning outcomes.
- 4.1.10. **Lecture Syllabus:** This table outlines a summary outline of the content intended to be covered in each week of lectures and suggested reading plan to direct students reading of textbooks. Unit Lecturers are able to revise the lecture syllabus in line with the outcomes of the unit and in consultation with the Teaching and Learning Committee.
- 4.1.11. **Assessment Items Table:** This table provides a detailed explanation of assessment items.
- 4.1.12. **Policies and Guidelines:** This provides students with details for accessing policies and guidelines.
- 4.1.13. **Text books:** This section outlines the set texts for the unit. It is recommended that students should obtain a copy of the set textbooks.
- 4.1.14. **Key References:** This section outlines sources that are recommended that all students refer to during the unit and provide beginning research sources for assessment items (this does not mean they must be included as sources for assessment items). Key References will be placed on 'Closed Reserve'.
- 4.1.15. **General References:** This section provides a list of more general sources that are recommended to students to refer to during the unit but are more specific to different areas within the unit.
- 4.1.16. **Journals:** A list of journals, which may contain articles relevant to the unit, should be included.

## 5. Procedural Matters

- 5.1. The office secretary will copy all Unit Plans and give the required number to the lecturer before the beginning of the first week of lectures.
- 5.2. The unit lecturer should ensure that every student enrolled in the unit receives a copy of the Unit Plan no later than the commencement of the first week of the semester, and uploads the Unit Plan to Moodle.
- 5.3. Assessment items are not to be altered during the course of the semester without approval of the Teaching and Learning Committee.
- 5.4. Assessment due dates are not to be altered during the course of the semester without the unanimous agreement of all enrolled students. If a due date is altered, the lecturer must supply the College Administrator with the new due dates and make the changes in Moodle.
- 5.5. As the semester progresses, it is expected that all lecturers will monitor their progress against the Unit Plan to ensure that the objectives, etc. set out in the Unit Plan are, in fact, being achieved.