

# Course Design Procedure – Graduate Attributes

## Purpose

1. The purpose of this Procedure is to give effect to relevant aspects of the Course Design Policy and articulate:
  - a) GHE’s Graduate Attributes;
  - b) the processes for the implementation and review of Graduate Attributes.

## Scope

2. This Procedure applies to all GHE higher education courses.

## Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

4. This Procedure is linked to the:
  - a) Course Design Policy;
  - b) Course Design Procedure - Schedule One Graduate Attributes;
  - c) Course Design Procedure: Course and Unit Coding.

## Procedure

### Implementation and review

5. GHE’s Graduate Attributes are derived from the Australian Quality Framework (AQF) Generic Learning Outcomes, namely:
  - a) fundamental skills, such as literacy and numeracy appropriate to the level and qualification type;
  - b) people skills, such as working with others and communication skills;
  - c) thinking skills, such as learning to learn, decision making and problem solving;
  - d) personal skills, such as self-direction and acting with integrity<sup>1</sup>.
6. GHE’s Graduate Attributes are:
  - a) developed during the design of course and unit outlines under the direction of the Course Development and Advisory Committee and approved by Academic Board;
  - b) explicitly referenced in every GHE course through Course Learning Outcomes (CLOs) and Unit Learning Outcomes (ULO) and associated assessment.
7. Each unit must explicitly reference between at least one and three of the Graduate Attributes in the ULOs while some units (for example capstone units) may include four or more.

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<sup>1</sup> <https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>

8. The relationships between the Graduate Attributes, ULOs and assessment tasks must be displayed in each Course Outline and Unit Outline.

### **Current Graduate Attributes**

9. The current approved Graduate Attributes for GHE are attached as Schedule One to this Procedure.
10. Graduate Attributes are reviewed by the Academic Board at least every five years, or as required, to ensure currency with student, industry, professional and regulatory standards and requirements.

### **Roles and responsibilities**

11. Academic Board is responsible for the:
  - a) the approval and review of Graduate Attributes;
  - b) ensuring, via the Course Development and Advisory Committee, that all new courses and units, and amendments to existing courses and units, adequately reference and map Graduate Attributes;
  - c) the overarching governance of this Procedure.
12. The Academic Director and Course Coordinators are responsible for ensuring that Graduate Attributes are taught and assessed in relation to CLOs and ULOs.
13. The Manager Quality and Compliance is responsible for:
  - a) benchmarking GHE policy and standards with those adopted elsewhere in the tertiary sector;
  - b) the monitoring of information available from the review of records relating to the implementation of Procedure.
14. All staff are responsible for becoming familiar and complying with this Procedure.

### **Associated information**

<b>Related Internal Documents</b>	Course Design Policy Course Design Procedure: Course and Unit Coding Assessment Policy Course Development, Approval, Amendment and Discontinuation Policy Glossary of Terms
<b>Related Legislation, Standards and Codes</b>	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>TEQSA Guidance Note: Course Design (including Learning Outcomes and Assessment), Version 1.3</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Disability Standards for Education 2005</i>
<b>Date Approved</b>	30 June 2020
<b>Date Endorsed</b>	10 July 2020
<b>Date of Effect</b>	10 July 2020
<b>Date of Review</b>	June 2026
<b>Approval Authority</b>	Academic Board
<b>Policy Custodian</b>	Academic Director
<b>PinPoint DocID</b>	2569

## Change history

<b>Version Control</b>		Version 1.2
<b>Change Summary</b>	22-Jan-20	V1.0 Draft considered by Academic Board (AB) 7-Feb-20 with major revisions requested
	30-Jun-20	V1.1 Revised draft approved by AB as Flying Minute 30-Jun-20 incorporating requested revisions, editorials and administrative updates and endorsed by BoD 10-Jul-20
	9-May-23	V1.2 Administrative updates following TEQSA registration

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# Schedule One

## Current approved Graduate Attributes

### Attribute 1: Knowledge-based professionalism

Graduates will have an in-depth knowledge of their chosen field of study and the ability to apply that knowledge in practice at a professional level appropriate to the level of study related to a discipline or profession.

*Examples:*

- Applying technical and information skills appropriate to their discipline or professional area
- Using a wide range of academic skills (eg research, analysis, application, evaluation, synthesis)
- Developing a broad knowledge base and respecting the contribution of other disciplines or professional areas
- Identifying, evaluating and implementing personal learning strategies; having the capacity to evaluate their current knowledge
- Learning both independently and cooperatively
- Learning new skills and applying learning to new and unexpected situations
- Recognising opportunities

### Attribute 2: Critical and creative thinking

Graduates need to be creative and critical thinkers over a range of problems.

*Examples:*

- Generating original ideas, concepts, and appreciating innovation and entrepreneurship
- Recognising opportunities for new learning and providing leadership to others
- Confronting new challenges, applying disciplinary knowledge to evaluate and develop solutions

### Attribute 3: Problem-solving

Graduates will be effective problem-solvers, capable of leading and applying logical solutions.

*Examples:*

- Identifying critical issues in the discipline or professional area
- Conceptualising problems and formulating a range of solutions with sound judgement
- Working effectively with others as well as working independently (self-management)
- Integrating theory and practice with an emphasis on problem-solving and creative thinking
- Applying discipline knowledge and skills in the workplace

#### **Attribute 4: Skilled communication**

Graduates will be able to communicate effectively across a range of contexts and will have developed competencies in information literacy.

*Examples:*

- Demonstrating oral, written, numerical and graphic communication
- Using the medium and form of communication appropriate for a given situation
- Presenting well-reasoned arguments, using technology as appropriate
- Accessing, organising and presenting information, particularly through technology-based activity
- Listening to and evaluating the views of others
- Demonstrating a passion for their chosen area of expertise, transferring that passion to others.

#### **Attribute 5: Socially responsible**

Graduates will act ethically, with integrity and social responsibility.

*Examples:*

- Acknowledging the social and ethical implications of one's actions
- Appreciating the impact of environmental, social and cultural change
- Demonstrating responsibility to the broader professional community, and contributing to society in general
- Demonstrating an awareness of the local and global context of the discipline or professional area
- Functioning in a multicultural or global context