

# Procedure

## Short Course (Open Program)

### Murdoch Executive Education Centre Procedure

<b>Policy Supported:</b>	<i>Short Courses Policy</i>		
<b>Audience:</b>	Staff		
<b>Related Procedures:</b>	<i>Short Course Procedure for Colleges and Centres</i>		
<b>Contact Officer:</b>	Operations Manager Executive Education Centre	<b>Phone:</b>	See Campus Directory

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

#### Objectives:

1. To facilitate the successful delivery of Short Courses (Open Programs).

#### Implementation Steps:

##### Short Course (Open Program) Approvals

1. The Consultant or Faculty proposes a Short Course (Open Program) by completing a Proposal for Program Form Template and submits this to the Murdoch Executive Education Centre Program Manager for approval. This form can be obtained from the Program Manager.
2. Program Manager reviews the proposal and advises the Consultant or Faculty, who submitted the proposal, the outcome of the application.
3. Program Manager who is recommending the Short Course (Open Program) to be offered by Murdoch Executive Education Centre is responsible for completing the Approval Application Form Template. This is to be signed off by the Murdoch Executive Education Centre Director.
4. The Program Manager authorises the design and development of the Short Course and creates the Program Outline using the Program Outline template, available from the Murdoch Executive Education Centre.
5. The Program Manager approves the final submission.
6. The Program Manager will contact the Manager, Liaison Services to negotiate an agreement and associated fee for any Short Courses which wish to offer Library access.
7. For Murdoch Executive Education Centre Short Courses, which have negotiated Library access with the Manager, Liaison Services, the Program Manager is responsible for ensuring participants complete the online Library Short Course Access Form which is available at: <http://www.lib.murdoch.edu.au/for/shortcourse/application.pdf>.  
For the purpose of this procedure a participant is any person who attends a Murdoch University Executive Education Centre Short Course (Open Program).
8. Participants entitled to partial Library access can take the completed form, evidence of their Short Course registration form and some form of personal identification such as a Driver's Licence to the Library to be issued a borrowing card. For the purpose of this procedure Registration is when a participant

completes a Murdoch University Executive Education Centre registration form/tax invoice for the short course program they will be attending. The Registration Form is available online or from the Murdoch Executive Education Centre. Once the Registration Form is completed, a confirmation and tax invoice is issued from the Murdoch Executive Education Centre for library access.

#### **Consultant Contracts**

9. Consultants will receive/sign a yearly contract to work with Murdoch Executive Education Centre.
10. For each Short Course (Open Program), either design and/or delivery, they will receive/sign an Executive Education Attachment 2 Services Schedule, outlining the requirements for that particular program.

#### **Registrations & Participant Details**

11. Murdoch Executive Education Centre – Operations Manager will manage the registration process and be responsible for ensuring registration forms are received and recorded for all participants.
12. Short Course (Open Program) participants can register for any Open enrolment program via <http://www.executiveeducation.murdoch.edu.au>.
13. The Murdoch Executive Education Centre will collect completed Registration Forms from all participants and create a job sheet with all correct participant information recorded.
14. Once the program has been delivered, the participant records will be updated in the Murdoch Executive Education Centre Participant Spreadsheet.
15. The Murdoch Executive Education Centre – Operations Manager will manage the sending to all participants of a confirmation letter advising them of information regarding the Short Course (Open Program) such as commencement date, contact times, duration and location of the program, access and any details regarding required texts or other resources.

#### **Advertising and Promotions**

16. All advertising of Short Course (Open Programs) will be in line with Murdoch University Guidelines and will be approved by the Murdoch University Executive Education Centre Director and Corporate Communications and Public Relations.

#### **Web Page Information and Management**

17. The Murdoch Executive Education Centre website information will be located within the Murdoch University website and linked to the Murdoch University Short Courses webpage.

#### **Fees**

18. Murdoch Executive Education Centre will be responsible for all fee structures of all Short Course (Open Programs).
19. EFT payment details on the Registration Form will duplicate as a tax invoice and receipt. Where Credit Card details are given, Murdoch Executive Education Centre will send the details to Office of Corporate Services, Finance for processing and send receipt to client. Contact details of the Operations Manager will be noted on the Registration Form for the client to contact if other payment options are required. The client is the company, organization or individual paying for the attendance of participants on a Murdoch University Executive Education Centre Short Course (Open Program).
20. Credit Card payment instructions will be given to clients on request, if booking through the website.
21. All payments will be processed by the Office of Corporate Services, Finance, Planning and Reporting.

22. Completed participant credit card and EFT payment details will be forwarded to Office of Corporate Services, Finance, Planning and Reporting for processing.
23. All financial reporting will be completed by Office of Corporate Services, Finance, Planning and Reporting.

#### **Program Review/Reporting & Certification**

24. Evaluation sheets will be completed by every participant for every Open Program.
25. The completed evaluations will be reviewed by the Program Manager and Operations Manager, and any feedback will be considered and addressed.
26. In January each year, the Murdoch Executive Education Centre (MEEC) is to send a report (Attachment 1) of all the Short Courses offered in the previous year to the Secretary to the Learning and Teaching Committee. The Director of MEEC is to keep an on-going record of any issues associated with the Short Courses in that period. The download of Short Courses and identified issues are to be tabled at the first or second meeting of the Learning and Teaching Committee each year.
27. On completion of all Murdoch University Executive Education Centre Short Courses (Open Programs) all participants will receive a Certificate of Attendance as approved by the Director of the Murdoch Executive Education Centre.

#### **Performance Indicators:**

There are no performance indicators.

#### **Definitions:**

There are no key terms.

#### **Related Documents:**

There are no related documents.

#### **References:**

There are no references.

#### **Approval and Implementation:**

<b>Approval Authority:</b>	Director Murdoch Executive Education Centre
<b>Responsible Officer(s):</b>	Director Murdoch Executive Education Centre Program Manager Murdoch Executive Education Centre Operations Manager Murdoch Executive Education Centre

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative amendment	08/03/2019			
Approved New Review Date	06/02/2013	LTC	01/10/2013	LTC/03/2013(ii)
Approved New Review Date	26/04/2012	LTC	01/01/2013	LTC/14/2012
	30/06/2011 Director MEEC		07/12/2013	
	10/03/2011	LTC		LTC/9/2011(ii)
	22/09/2010	Academic Council		AC/132/2010