

# Standards for Flexible Unit Development

## Preamble

The Faculty of Business aims to provide flexible education of the highest practicable quality and flexible units are intended to provide a cohesive and interactive learning experience that differentiates UTas Business from distance providers.

Flexible Units, irrespective of delivery options, must be developed to stand alone without face-to-face student contact. It is also important to remember that these units are intended for national and international offering and content, activities etc must be appropriate for this purpose. Further, consideration must be given to the different learning styles of students by providing a variety of formats (visual, auditory, etc), and also considering the needs of students with different abilities (e.g. hearing or sight impaired).

The following standards describe the mandatory content and structure to be included in the development of flexible units. Levels 1 and 2 are transitional stages. Level 3 is the standard required by the Faculty. Units developed at level 1 or 2 are to be upgraded to Level 3 at the time of their first review (no later than three years from the date of initial development).

## Standards

### ***Level 1 – Mandatory Content and Structure***

A Level 1 Flexible Unit shall consist of the following:

1. A Unit Outline prepared specifically for flexible delivery and approved by the relevant Head of School which, *inter alia*, includes Flexible Delivery Help Notes for Students
2. A Unit CD and/or DVD and, at the discretion of the Unit Coordinator a hard copy Workbook and/or other printed materials
3. A Site Map representing the architecture of the Unit endorsed by the Head of the relevant School. The site map shall be based on the objectives of the Unit and the expectations of the students linked to Learning Outcomes, Assessment Protocols and Generic Graduate Attributes.
4. Collaborative activities – e.g. discussions prepared and then delivered via MyLo or via MSN or Wikis, or Blogs, or other form of online discussion between students and/or between the lecturer and students
5. Where appropriate, links to other Websites or electronic resources.
6. Comprehensive content including at least one of the following options:
  - Narrated PowerPoint Presentation with linked text on CD screens for each section;
  - Video lectures with linking text on CD screens for each section;
  - Comprehensive text as visually appealing HTML pages interspersed with diagrams, images, photographs etc
  - Audio lectures with linking text on CD screens for each section (e.g. 'podcast' or audio with images superimposed)
7. Requirement for students to search for information, e.g. where appropriate, links to other Websites or electronic resources.
8. Criteria referenced assessment embedded in the learning opportunities provided in the unit.

### ***Level 2 – Additional Activities and Simple Multimedia***

A Level 2 Flexible Unit shall comply with the requirements for a level 1 Unit and shall additionally contain at least:

1. Audio or video from off-air sources (e.g. ABC, or SBS, or from Tape Services or Enhance) that must be copyright
2. Quizzes (e.g. interactive quizzes, or a quiz using multiple choice questions)
3. Video Clips from experts in the field or by way of case study example including set up, preparation of interview questions, reviewing and marking up transcripts
4. Interactive Excel spreadsheets or Captivate demos

### ***Level 3 – Complex Multimedia***

A Level 3 Flexible Unit shall comply with the requirements for a Level 2 Unit and shall additionally contain complex Flash activities (or equivalent) including for example drag 'n' drop categorisation, animation, animated diagrams, interactive diagrams, quizzes of activities using video, audio, images and/or animation, or games.

## Academic Contractors

1. Academic contractors will be engaged by the Faculty to work with the Flexible Unit Development Team in the design and construction of Units ('the work'). If academic staff employed by the University of Tasmania are engaged the work will depending on the arrangement between the academic concerned and the relevant Head of School either be 'on load' (with no additional remuneration due) or 'off load' in which case the academic concerned shall be entitled to remuneration for the work.
2. Projects completed 'On-load' will form part of the teaching component of overall workload for an academic within a year. The project will also be identified within the staff members key objective for performance management. The amount of hour credited for workload shall not be more than following:
  - For a Level 1 Unit, 60 hour
  - For a Level 2 Unit, 84 hours
  - For a Level 3 Unit, 120 hours
3. Prior to commencement of the work the academic contractor will enter into an agreement with the Faculty for the design and construction of the work in accordance with Schedule 1.
4. Remuneration (if any) due to an academic contractor shall be payable on certification of completion by the Project Manager of the Flexible Unit Development Team, the relevant Head of School and the Associate Dean Teaching & Learning and shall be that sum as is agreed between the academic contractor and the Associate Dean Teaching & Learning but shall not be more than the following:
  - For a Level 1 Unit, the sum of \$5,000;
  - For a Level 2 Unit, the sum of \$7,000; and
  - For a Level 3 Unit, the sum of \$10,000.

## SCHEDULE 1

### TEMPLATE FOR CONTRACT FOR THE PROVISION OF ACADEMIC SERVICES

Date

Contractor Name and Address

*(in case of overseas contractor claiming no ABN exemption, this must be permanent overseas address)*

Dear (*contractors name*),

I have pleasure in inviting you to provide academic services to the University of Tasmania ('the University'). This letter sets out the terms and conditions of our contractual agreement. I would be grateful if you would indicate your acceptance of these terms and conditions by returning a completed and signed copy of the document to me by *(date to be inserted)*.

#### Terms of reference

You will:

*Outline the work to be performed being as specific as possible.* ('the work')

The work is to be performed in accordance with Schedule 1

You are expected to carry out the work with all due care and skill and the expertise and current knowledge that would reasonably be expected in the circumstances. You are also expected to comply with any reasonable instructions and directions given by the University from time to time. You must report any matter to the University that you ought reasonably to know should be reported in order for the University to avoid claims and disputes and in order that the University meets its legal obligations.

If you:

- breach University statutes, regulations or policy;
- breach the terms of your engagement as set out in this letter; or
- display insufficient skill or expertise to carry out the work to the standard required by the University,

the University may terminate your engagement by written notice.

#### Payment

The fee payable for the services outlined above is: *insert fee (in the case of 'on load' work the amount to be inserted is \$0)*

Payments (if any) will be made by electronic funds transfer into a bank account as nominated by you on the production of an invoice which shall include a certificate of completion signed by Manager of the Flexible Unit Development Team, the relevant Head of School and the Associate Dean Teaching & Learning

*Insert any agreement about how often payments (if any) are to be made (eg. monthly instalment, at end of contract) and if by instalments a provision as to certification of part completion.*

*\* The following provisions are relevant for the engagement of an academic contractor not employed by the University or for 'off load' payments to University staff and may be deleted as the case requires.*

## **Taxation**

You must supply the University of Tasmania with a valid Australian Business Number or be eligible for an exemption, effected by completing a Statement by Supplier – Reason for not quoting an ABN to an enterprise form. If you cannot, the Australian Taxation Office (ATO) requires the University of Tasmania to withhold 46.5% of the payment and provide it to the ATO.

*An item relating to payroll tax may be required in some circumstances.*

## **Superannuation**

*An item relating to superannuation may be required in some circumstances.*

## **Compliance with University policies**

You are expected to comply with University of Tasmania ordinances, rules and policies which relate to the work.

## **Equity**

The University is committed ensuring a work environment free of discrimination and harassment on all grounds covered by equal opportunity legislation, including race, gender, religion or political preference.

You are expected to comply at all times with the University's equal opportunity policies and with state and federal equal opportunity and related legislation.

You should observe standards of equity and fairness when dealing with staff and students and other members of the University community. In particular, behaviour or actions which constitute discriminatory harassment, such as sexual harassment, and any form of bullying or intimidation, are unacceptable.

## **Privacy**

The University has extensive obligations under privacy legislation in relation to the collection, use and disclosure of personal information. By signing this letter you agree to comply with the University's privacy policy and guidelines in force from time to time. The University's privacy policy can be found at: [www.unimelb.edu.au/unisec/privacy.htm](http://www.unimelb.edu.au/unisec/privacy.htm)

## **Intellectual Property**

Any intellectual property developed and owned by you will be subject to a non-exclusive licence back to the University to commercially exploit and use the intellectual property for research and teaching.

## **Code of Conduct for Teaching and Learning**

You are expected to exercise due care and operate in an ethical manner in relation to any teaching and learning activities which you undertake as part of the work.

The University Code of Conduct for Teaching and Learning sets out the University's standards. You are also required to abide by those elements of University academic or student related statutes, regulations and policies which are relevant to the activities being undertaken in the capacity of the appointment.

## Environment, Health and Safety

The University seeks to ensure a safe and healthy workplace. Whilst operating on a University campus, you must abide by safety procedures, ensure that no unsafe areas or practices go unreported and take reasonable care for your own safety and the safety of others.

I hope you will accept this offer and I look forward to your completed and signed copy of this document.

Yours sincerely

Name:

Dean *insert name of faculty*

## THE SCHEDULE

*A typical Schedule follows but will vary according to the nature and scope of the work*

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STAGE	TASK	DUE
Initiation	Confer with Faculty of Business Flexible Unit Development Team (FOBDT) and Head of relevant School (and/or nominee) to scope work	Week 1
	Draft Unit Outline (including learning outcomes and assessment protocols) and site map	Week 2
	Sign off site map , task list and unit outline	Week 3
Stage 1	Draft first third of Unit content	Week 6
Stage 2	Draft second third of Unit content	Week 8
Stage 3	Draft final third of content	Week 10
Stage 4	Review and draft final linking text, MyLo, etc	Week 11
	QA, final changes, sign off	Week 12
	Review and burn CDs	Week 13

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I will provide academic services to the University of Tasmania in accordance with the expectations and under the terms and conditions set out in this letter.

**NAME:**

**SIGNATURE:**

**DATE:**