**New Course Business Case Proforma**

This document is developed to assist course proposer in completing the minimum information required as input into the Course Calculator and Finance Evaluation. This document is informed by the University’s Course and Subject Management Policies and the Course Financial Business Case Accountability Framework (full document is available on the Intranet).

This form is to be completed by the course proposer and submitted to business case development team at [BusinessCases.Finance@latrobe.edu.au](mailto:BusinessCases.Finance@latrobe.edu.au).

*Note: If you are aware of any relevant additional information or specific intricacies of the new course that may affect the financial modelling, please provide the information required.*

| Requirements | | Responses |
| --- | --- | --- |
| **1.0 General Course Information** | | Information about the course and duration |
| 1.1 | Course name |  |
| 1.2 | Course location(s) |  |
| 1.3 | Cross School joint initiative? If yes, please provide Schools involved |  |
| 1.4 | Year and semester it will be introduced |  |
| 1.5 | Number of intakes per year (1,2 or 3) | |  |  |  | | --- | --- | --- | | Semester 1 | Semester 2 | Summer Semester | |
| 1.6 | Total course credit points |  |
| 1.7 | Annual course credit points | Usually 120 credit points |
| 1.8 | Course delivery mode | |  |  |  |  | | --- | --- | --- | --- | | Face to face | Online | Blended | Offshore | |
| 1.9 | Which CPSC meeting are you aiming for the Business Case to be tabled at? (Your Planning and Governance team member can assist) |  |
| **2.0 Course Revenue** | | Main revenue drivers - 5 year enrolment information by fee type and course fees are sourced from MPSU Market Assessment |
| 2.1 | Is this a new course or a replacement course? If replacement, which course(s) is expected to be superseded? (include all course locations) | New course  Replacement course  Course to be replaced: |
| 2.2 | Will the course have CSP students?  2.2.1 For CSP students, what Field of Education (FOE) does the course belong to? If multiple FOE please include a percentage split (e.g. %60 health, 40% education). | Yes  No  Field of Education Information: |
|  | ***Optional*** |  |
| 2.3 | Impact from price discounts on load? If so, please provide details. |  |
| 2.4 | Any Scholarships offered? If so, please provide details. |  |
| **3.0 Course Development Costs** | | Information about course development and investment requirements |
| 3.1 | Outline the costs to development the new course. Consider:   * + 1. Number of new subjects per year that require curriculum design and development (Required # of subjects, development hours per subject, when development is expected and academic level) | |  |  |  |  | | --- | --- | --- | --- | | Number of Subjects requiring Development | Number of Development hours per subject | Academic Level | When development is expected?  (eg. Year 1, 2, 3,4 or 5) | |  |  |  |  | |  |  |  |  | |
| 3.2 | Are there any capital investment costs required? (e.g. for additional facilities / equipment) |  |
| **4.0 Ongoing Delivery Costs** | | Please attach other supporting documentation as required (e.g. subject grid/teaching activity requirements) |
| 4.1 | Please provide details on the number of times subjects are offered per year. | See Attachment A: Example of subject grid with subject instances on offer |
| 4.2 | Are there any placements on offer?  4.2.1 If yes, please provide details on placement costs or any other financial arrangements. | Yes  No |
| 4.3 | Class Teaching requirements for Lectures/Seminars, Tutorials/Practicals/  Workshops and Assessments.  Please complete the table accordingly.  AWPS Assessment Levels:  High 1 hr 15 mins per enrolment  Medium 1 hr per enrolment  Low 45 mins per enrolment | Location 1:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Activity | Academic Level | Number of Instance per Activity | Hours per Activity | Class Capacity | | *Example: Lecture* | *Level B-04* | *12 lectures* | *1 hour per lecture* | *100 student capacity in lecture room* | | Lectures/Seminars |  |  |  |  | | Tutorials/Practicals/  Workshops |  |  |  |  | | Assessment Level  (e.g. H/M/L) |  |  | N/A | N/A | | Exams |  |  |  | N/A | | Fieldwork Supervision |  |  |  | N/A | | Placement Supervision |  |  |  | N/A | | Consultation |  | N/A | | |   Location 2: (if applicable)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Activity | Academic Level | Number of Instance per Activity | Hours per Activity | Class Capacity | | *Example: Lecture* | *Level B-04* | *12 lectures* | *1 hour per lecture* | *100 student capacity in lecture room* | | Lectures/Seminars |  |  |  |  | | Tutorials/Practicals/  Workshops |  |  |  |  | | Assessment Level  (e.g. H/M/L) |  |  | N/A | N/A | | Exams |  |  |  | N/A | | Fieldwork Supervision |  |  |  | N/A | | Placement Supervision |  |  |  | N/A | | Consultation |  | N/A | | |   (Please add Location 3 if required) |
| 4.4 | Incremental effort for Non-Class Teaching requirements for Subject and Instance coordination, field work supervision, placements, quality assurance, distance and online delivery moderation?  Please nominate the Academic Level for each activity. AWPS is used to allocate contact hours against each activity. | |  |  | | --- | --- | | Activity | Academic Level | | Course Coordination |  | | Course Advisor (nominate if required) |  | | Subject Coordination |  | | Instance Coordination |  | | Field Work Supervision |  | | Placements |  | | Quality Assurance |  | | Distance & Online Moderation |  | |
| 4.5 | Other delivery costs (e.g. flights and accommodation for travel required) |  |
| 4.6 | Required revision effort after development? When does it start? | Yes  No  Revision details: (Example: 8 subjects per year to be revised from 2021 @ 80 hours each) |
| **5.0** | ***Partnerships*** | Only complete if the course includes a partnership arrangement |
| 5.1 | What is the financial agreement (e.g. % of revenue, agreed cost on EFSTL) |  |
| 5.2 | Development costs carried by partner |  |
| 5.3 | Class Teaching hours delivered by the partner |  |
| 5.4 | Non-Class Teaching hours incurred by the partner |  |
| 5.5 | Revision costs carried by partner |  |
| 5.6 | Academic cost associated with quality assurance review of partnership arrangements  Example: Academic Program Director’s associated workload Academic Board meeting attendance, course administration distinct costs, sample re-marking, audit activities, review of results by LTU board of examiners etc. | |  |  |  |  | | --- | --- | --- | --- | | Quality Assurance Activities | Academic Level | Academic Hours Required | Comment | | *Example: Sample re-marking* | *Level C – 02* | *1 hour per exam, sample size of 20* |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Please add or amend as appropriate. |
| 5.7 | Academic Program Director associated workload |  |
| 5.8 | Course administration distinct costs (e.g. special arrangements for exams, enrolments and grade administration) |  |

**Additional information (if required)**

|  |
| --- |
| Please provide any additional costs (where applicable) or exceptional circumstances that would influence the outcome of the business case. |

**Minimum documentation checklist**

Product Summary (Market Assessment)

This document must have been produced in the last 12 months and contain student commencement numbers for the applicable 5 years to be analysed (in line with CPSC requirements)

Subject grid

This completed Business Case Proforma with other relevant documents attached

**Contact Us**

If you have any queries, please contact your School’s Finance Business Partner or email your query to [BusinessCases.Finance@latrobe.edu.au](mailto:BusinessCases.Finance@latrobe.edu.au).

**Appendix A: Example of subject grid with subject instances on offer**

Example below shows for a 3 year course with 2 intakes in S1 and S2. Subjects shown as A-X (assume 15 credit points each). The purpose of this table is to determine the number of delivery instances that need to be costed over the 5 year period.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subject Offering in an academic year | Year 1  S1 | Year 1  S2 | Year 1  S3 | Year 2  S1 | Year 2  S2 | Year 2  S3 | Year 3  S1 | Year 3  S2 | Year 3  S3 | Year 4  S1 | Year 4  S2 | Year 4  S3 | Year 5  S1 | Year 5  S2 | Year 5  S3 |
| Cohort 1 (Intake 1 YR1) | ABCD | EFGH |  | IJKL | MNOP |  | QRST | UVWX |  |  |  |  |  |  |  |
| Cohort 2  (Intake 2 YR1) |  | ABCD |  | EFGH | IJKL |  | MNOP | QRST |  | UVWX |  |  |  |  |  |
| Cohort 3 (Intake 1 YR 2) |  |  |  | ABCD | EFGH |  | IJKL | MNOP |  | QRST | UVWX |  |  |  |  |
| Cohort 4  (Intake 2 YR 2) |  |  |  |  | ABCD |  | EFGH | IJKL |  | MNOP | QRST |  | UVWX |  |  |
| Cohort 5  (Intake 1 YR 3) |  |  |  |  |  |  | ABCD | EFGH |  | IJKL | MNOP |  | QRST | UVWX |  |
| Cohort 6  (Intake 2 YR 3) |  |  |  |  |  |  |  | ABCD |  | EFGH | IJKL |  | MNOP | QRST |  |
| Cohort 7  (Intake 1 YR 4) |  |  |  |  |  |  |  |  |  | ABCD | EFGH |  | IJKL | MNOP |  |
| Cohort 8  (Intake 2 YR 4) |  |  |  |  |  |  |  |  |  |  | ABCD |  | EFGH | IJKL |  |
| Cohort 9  (Intake 1 YR 5) |  |  |  |  |  |  |  |  |  |  |  |  | ABCD | EFGH |  |
| Cohort 10  (Intake 2 YR 5) |  |  |  |  |  |  |  |  |  |  |  |  |  | ABCD |  |
| Total # instances for delivery | **4** | **8** |  | **12** | **16** |  | **20** | **24** |  | **24** | **24** |  | **24** | **24** |  |