
Timetabling Procedure

Version:	5.0	Effective Date:	22 August 2017
Procedure Code:	PR-033	Related Policy Code:	STU-012
Related Policy Name:	Timetabling Policy		

Purpose:

The College aims to newly construct an annual timetable collaboratively with the assistance of academic and administrative staff nationally. The timetable is constructed progressively over a six month period followed by an extensive review and feedback process by which stakeholders will actively participate in timetable discussions.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this procedure, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

- Scope:**
- All Campuses
 - Academic and Admin staff
 - Students

Procedure:

Timetable Production Process

Timetabling Software Systems

The College utilises a resource allocation specific software program, Syllabus Plus, for the construction of the class timetable and adhoc room bookings. This tool is a powerful scheduling engine that is able to collate and store resource data, evaluate all timetabling constraints and produce a timetable based on the constraints input accurately into the Syllabus Plus database.

The Syllabus Plus program is widely used internationally and by most Higher Education Institutions within Australia and New Zealand. Endeavour College has been using this software since 2009 and is making innovative steps to schedule holistic class timetables nationally whilst considering local requirements and characteristics.

Once scheduled the timetable is transferred to the student management system (SMS) to allow for on-line enrolment via the Student eportal.

Roles and Responsibilities

The successful production of the class timetable is reliant on the contributions and collaboration of each stakeholder. The following principles set out the expectations and the roles of each stakeholder in the class timetable production process.

Students and Student Representatives

- It is the responsibility of all individual students to be familiar with the timetabling policy and how it relates to their academic needs.
- As the timetable is student focused it is in the best interests of each student to be aware of the timetable publication date and the deadline for feedback on the draft class timetable. The College encourages constructive feedback from our student cohort and will provide avenues for students to periodically contribute to the class timetable process.
- Students are required to check their timetable regularly and ensure attendance at the correct day and time of enrolled classes
- Timetable changes will be communicated to the nominated email address registered in the SMS, students must regularly monitor this email account for official notifications from the College.

Academic Staff:

- Provide timely accurate timetabling staff availability and staff requirements to the National Timetabling Manager by specified deadlines.
- Once the draft timetable is available, it is the responsibility of all academic staff to check the class timetable allocated and provide timely feedback and change requests in line with accepted reasons for consideration and with the express approval of the Director of Student Services.
- Report all timetabling, audio visual or room facility issues to the National Timetabling Manager or Service Desk for prompt action and resolution.

Program Leaders:

- Provide accurate and timely timetable data as requested by the National Timetabling Manager. It is assumed that timetable subject adhere to the accredited course structure only.
- Approve any changes to timetabled classes submitted by department academics, providing changes fall within required guidelines
- Liaise with National Timetable Manager to ensure the efficient processing of timetabling issues.

Timetabling Unit / National Timetabling Manager:

- Coordinate and allocate teaching space and resources in accordance with College policy and guidelines, aiming to maximise space utilisation and produce student centric timetables
- Provide timely advice on timetabling matters, offer advice that will optimise space utilisation and accommodate student and staff needs
- Negotiate room swaps where necessary to ensure the best fit for class size and teaching pedagogy
- Ensure timetabling guidelines and policy are adhered to when scheduling the class timetable
- Monitor enrolment numbers and ensure adequate space is allocated to classes
- Approve and make recommendation on timetabling requests following timetabling policy and guidelines
- Ensure timetabling data in Syllabus Plus, SMS and published class timetables on the web are up to date and current
- Constantly review the Syllabus data and database for areas of improvements
- Review and manage the timetabling process

Director Student Services

- Provide final resolution on escalated class timetabling matters
- Approve class timetabling changes as required
- Liaise and communicate all timetabling information to students
- Report on the timetable process at the executive level to key stakeholders such as; CEO, Executive team, College Council.

Student Services

- Within the context of timetabling, the role of the Student Services is to act as an

intermediary between the student population and the academic and administrative staff regarding frontline enrolment and timetabling enquires. All class timetabling changes will be communicated to the students via email or telephone.

- Liaise with the National Timetabling Manager as appropriate to resolve any timetabling or enrolment issues
- Ensure class enrolment are up to date in order that timetabling information in the SMS is always current

State and Campus Managers

- The role of the State and Campus managers is to provide timely up to date information on the space and facility resources of the College.
- It is the responsibility of each campus services department to stay abreast of all OH & S regulations and ensure all environments are safe for the College community

IT Department

- The role of the Information Technology (IT) department is to provide technical support of the timetabling system; to ensure appropriate audio-visual (AV) and computing facilities in centrally timetabled rooms with supporting network infrastructure, operating within the financial constraints determined by the CIO.
- The IT department will ensure all audio visual equipment is fully functioning and serviced regularly, provide AV support for synchronistic classes and as required.

Academic Calendar and Teaching Periods

- The class timetable process will use the academic calendar as a guideline in establishing the key dates for the timetable production timeline. The academic calendar is the authoritative source to advise of the teaching week periods for each semester and trimester teaching periods and other teaching periods, for instance summer, winter, intensive, online and short courses.
- Refer to the Academic calendar for teaching periods

The College classes continue to run on public holidays with the exception of the following national holidays:

- Australia Day
- ANZAC Day
- Good Friday
- Queen's Birthday
- Easter Monday

All other public holidays will operate with the usual class timetable unless alternative arrangements have been made for a make-up class at an alternate day and time as determined by academic and students.

Classes will also not be taught during the mid-semester break of the teaching period, refer to the academic calendar for details.

Timetable Timeline and Key Dates

Each year the class timetable is newly created, the production cycle begins in January of the preceding year with the building of the new Syllabus Plus database (sdb). Data is collected from the academic departments regarding course structures to enforce clash rules, subject data for each subject offered and staffing for allocation and clash rules.

The following table details the expected production timelines:

Process	Action Date	Task initiator	Task Owner
Preparation of new sdb and timetabling data collection tools	January	Timetable Unit	National Timetabling Manager
Collation of Course data	January	Timetable Unit	Director of Education
Collection of Subject data and staff data	February	Timetable Unit	Academic Staff
Course parameter and Clash rules created in sdb	February	Timetable Unit	National Timetabling Manager
Input of Class activity data in Syllabus Plus	March	Timetable Unit	National Timetabling Manager
Scheduling of class timetables	April	Timetable Unit	National Timetabling Manager
Production of first draft timetables for review	June	Timetable Unit	Director
Preparation of Student portal for class timetable	June	Timetable Unit	IT
Distribute Class timetable to Students for feedback Timetable changes as required	June	Timetable Unit	National Timetabling Manager
Distribute Class timetable to Staff for feedback	July	Timetable Unit	Academic Staff
Timetable updated and change	July - Aug	Timetable Unit	National Timetabling Manager
Publication of Annual timetable	October	Timetable Unit	Director

Class Timetable Requirements

The Program Leaders (or nominee) will:

- Determine teaching delivery requirements for subjects – class size, groups, facility and audio visual or information technology requirements.
- manage the provision of accurate staffing allocations and provide details on the unavailability of staff
- ensure the timely return of all timetabling data by the specified deadlines

National Timetable Manager will

- Liaise with facilities and IT staff to ensure the correct resources are allocated to teaching spaces
- Liaise with academic staff to ensure the timely delivery of accurate timetabling course information
- Ensure accurate input of course and subject data into Syllabus Plus
- Ensure data is returned in the required format and by the specified date

(As specified in the annual schedule)

Construction of Class Schedule

The National Timetable Manager will

- verify the accuracy of timetable requests before entry into Syllabus Plus;
- timetable classes in Syllabus Plus; in accordance with clash rule established and subject requirements
- create class schedule in alignment with class requirements entered in Syllabus Plus;
- update Syllabus Plus with the Class information;
- Create class timetable and associations/groups in the Student Timetabling System (STS).
- enforce all deadlines in order to expedite the timetable production process

Class naming conventions

Only the following class types are valid and able to be used in the class timetable:

Clinic (CLN)

Common Time (CMTM)

Exam (EXAM)

Lab (LAB)

Lecture (LEC)
 Practical (PRAC)
 Quiz (QUIZ)
 Seminar (SEM)
 Theory (THRY)
 Tutorial (TUTE)
 Workshop (WKSH)

Scheduling Process

In addition to student considerations, the class timetable will be scheduled to optimize and ensure the effective use of teaching space and facilities across the week.

Room allocations will be determined based on the specified room type, equipment requirements and estimated class size. Syllabus Plus allows for a random room selection. The list of rooms available for the software to choose from is gradually decreased, depending on the amount constraints placed on the activity. For instance, equipment specifications, staff availability, activity requirements etc.

Specific rooms may be requested but cannot be guaranteed. Valid reasons for specific requirements may include:

- detailed pedagogic requirements
- requirements of special needs students and Academic Staff
- equipment only located in the requested room/s or in close proximity to the room/s
- 1st preferences approved by Director of Student Services

Scheduling Order

The class timetable will be scheduled in the following sequence:

1	Clinic classes
2.	Specialist space or AV equipment required; Synchronized teaching delivery, software specific to rooms, Purpose built rooms required
3.	Classes with longer than 4 hour durations
4.	Night classes and Weekend classes
5.	Day classes, first year by class size then other year levels by class size
6.	Make up classes

Publication of the Class timetable

Draft class timetables will be periodically available for feedback and comment prior to the publication of the complete timetable. Refer to the annual Schedule for details and key dates

- Academic feedback will be requested during the timetable production stage, timely Responses are requested in order to proceed with the continual building of the annual timetable
- If deadlines are not adhered to, timetable requests will be actioned only if possible and if time permits and depending on the importance or implications of the request
- Student feedback will be sought via the student feedback portal; this will be open for a period of 10 calendar days.

The Director of Student Services will approve the Complete and Final Class timetable, which will be published to the Endeavour College website by the first Monday of October.

Changes to the Timetable

All timetabling change requests received after the final timetable has been officially published will be made at the discretion of the National Class Timetabling Manager and Director Student Services. Changes will only be considered if falling within the following criteria:

- Unscheduled and significant change in enrolment numbers
- Accommodations required for staff or students with special needs
- Safety or health hazard associated with the space
- Late addition of a subject to the class timetable
- Other issues approved by Director of Student Services

Academic staff must make every effort to keep changes to the timetable to an absolute minimum prior to the final timetable being published to the web. Changes during the draft timetabling period must have been discussed by the senior lecturer and approved by the program leader and forwarded to Director of Student Services for consideration with accompanying rationale.

Rationale does not include:

- The room, day or time is not the preferred option of the teaching staff member;
- The staff member has other commitments which conflict with their contractual

obligations to the College, unless otherwise approved by the Director of Student Services

When producing the semester timetable, teaching activities will be scheduled before ad hoc activities. No adjustments to the academic timetable will be made to accommodate external use except in those exceptional circumstances specifically approved by the Director of Student Services.

Timetable Clash and Clash Resolution

Class timetable clashes occur between core subjects within the course structure of the program of study being undertaken. The clash must be within core subjects in the same year level and within the same semester.

Subject clashes will be minimised by the provision of concise course structure data that has been approved by the academic head or nominee. If possible combinations of core and elective subjects will be made clash free providing this is not too constraining on the scheduling of core subjects.

Timetable clashes are to be resolved at the local level wherever possible. Program Leaders will readily advise the National Timetabling Manager, of any subject clashes. The National Timetabling Manager will liaise with all parties to reach a viable solution for all affected by the clash.

The following principles are to assist in the resolution of timetable clashes:

- larger classes will have precedence over smaller
- first year subjects have preference over later year subjects
- longer classes have preference over shorter durations
- different types of teaching activities are to be separately specified
- specialist teaching space is to be used primarily for its designated purpose
- specialist activities have preference over generic activities for specialist space
- access for students and staff with disabilities take precedence over all other considerations unless it causes unjustifiable hardship
- official examinations will not have automatic preference over scheduled classes

The National Timetable Manager will resolve clashes between departments and escalate unresolved issues to the Director of Student Services if necessary.

Class Enrolments and available classes

In order to better manage the class enrolment process for students and to minimise the inconvenience of cancelling offered classes the college will offer classes on a demand basis. Once open classes have been filled more offerings will be made available immediately.

Academic process

The enrolment class room capacity as defined by the TEFMA standards will govern the general enrolment capacity setting. It is the responsibility of the senior lecturer/ program leader to set the overall class enrolment capacity of each timetabled class, to the capacity of the scheduled room. Each Program leader or nominee will monitor the class enrolments and to open any available scheduled classes as demand requires. Further classes required should be requested to the CTU in a timely fashion in order to facilitate a seamless enrolment process for the students.

Timetabling process

The Timetable Unit will assist in the monitoring of class enrolments also by actively reporting any full classes to the academic departments and following up with the timely provision of additional classes as requested.

Class cancellations

Class cancellations will be a minimal due to the tighter control process and management of student enrolments into open classes. The Director of Student Services will determine non-viable classes and classes will be cancelled accordingly with students notified and offered advice or alternate solutions.

Staffing Allocations

- The Program leader will submit an allocation to the National Timetabling Manager by the due date in the Timetabling Production timeline.
- It is the responsibility of the Program leader and or Senior lecturer to advise the Timetable Unit of any staffing allocation changes or additions.
- Timetable Unit will update SYLLABUS PLUS with the staffing allocation and provide the necessary teaching period report as required
- It the responsibility of the Human Resource (HR) department to provide the deadlines by which the staff allocation reports are required
- The HR department will ensure the staff allocations are entered correctly into File Maker

Ad-hoc Room Bookings

Non-teaching and teaching ad-hoc bookings will be considered upon finalisation of the Class timetable.

a) If a room is not in use for class timetabled activities, it may be booked for ad hoc purposes however should teaching require the space all attempts will be made to relocate the ad-hoc booking to an appropriate suitable space.

b) The National Timetable Manager will manage all ad hoc bookings of centrally controlled teaching space

c) All ad hoc requests for space are to be booked through the National Timetable Manager

Definitions:

Activity	One component of a subject also known as a Class. Examples include; Clinic, Exam, Practical, Theory, Workshop etc. May have multiple offerings dependent on the size requirement of the class and the total enrolment number of students in the subject.
Activity Template	The base or pattern of information from which Activities/Classes are created from. Sets constraints such as Activity Type, Planned Size, required Resources, Teaching Week Pattern
Activity Type	Also known as Class type (in SMS), examples include; Clinic, Exam, Practical, Theory, Workshop
Additional Timetabling Information	Supplied by Departments and accessible in the relevant subject outline. Class announcements will be conveyed via student emails primarily.
Ad Hoc Booking	Usually a one off (or series of) room bookings not reflected on the Class Timetable. Common bookings include meetings, events, student consultations and presentations. Ad-hoc teaching bookings can occur for makeup classes, additional tutorials etc., these are not published to the web and do not require students to enrol

	into.
Campus	The College has six campuses Australia wide; Adelaide, Brisbane, Gold Coast, Melbourne, Perth and Sydney Campus Locations - Available from the web at - www.endeavour.edu.au
Campus Codes	ADE - Adelaide BNE - Brisbane GC - Gold Coast MEL - Melbourne PER - Perth SYD - Sydney
Room Capacity (commonly referred to as capacity)	The maximum number of people a room can hold, dependant on the dimension of the room, type of room and activity to be undertaken.
Career or Course of Study	Refers to the type of Program being studied. May be Certificate, Diploma, Advanced Diploma, Bachelor and Non – Award
Changing/Swapping Classes	functionality available to students via the eportal - that allows students to “swap into open classes” within a specified time period
Clash	Occurs when students enrol in two classes running at the same time and are both required for the progression of the program of study. Class timetables are set up to avoid clashes of core courses and as many optional course combinations as

	possible based on academic programs of study.
Clash Form	To be submitted by student in the event a clashing of classes occurring. Class Timetable Clash form available from the Timetabling Web site on ePortal or at Student Services.
Class	Any teaching and learning activity of a subject, such as Clinic, Lecture, Tutorial, Practical, Workshop etc. May have multiple offerings of classes, dependent on the numbers set for a class and based on the total enrolment in the course.
Class Allocation	Online Class Allocations allow students to enrol and select classes for each subject via the ePortal (e.g. lectures, clinics, workshops & tutorials) with the exception of courses that do not require timetabling eg. External, research and on - line subjects.
Class Creation	Classes are scheduled in the timetabling database (Syllabus Plus), then created in the student management system (SMS) and transferred as classes to be published to the Web.
Class Number	Generated by the Class Creation process into the SMS and used by students to enrol.
Class Timetable	Refers to all teaching activities that are published to the web
Component	describes the type of teaching activity i.e. workshop clinic, theory, lecture
Constraint	Limitations placed on scheduling, this could be student or academic availability, resource availability, health and safety requirements.
Constraint Profile	Limitations within Syllabus Plus on the scheduling of an

	Activity. May be related to School or Department, Location type and capacity, Equipment, Time/Date, Teaching Week Pattern, or Staff
Core Subject	Courses of Study consist of core subjects that must be completed successfully to satisfy Program Requirements. Keeping core subject components clash free is paramount to the Class Timetable.
Department	Refers to the Host Element of an activity/class.
Draft Timetable	A draft timetable is produced periodically at key stages through the timetable production, this will be distributed for review and feedback.
Enrolment Capacity (Academic Limit)	Set in SMS by Department, based on both the allocated room capacity, and a limit based on appropriate teaching delivery
Estimated Enrolment	Prediction of the upcoming enrolment for each subject in order that the appropriate number of offerings can be scheduled
Equipment	Set as a Resource constraint on Activity Templates (or Activities), ensuring an appropriate location is selected during scheduling.
Full Classes	Classes that reach their enrolment capacity and in some cases room capacity
Furniture	Resource constraint on Activity Templates (or Activities), ensuring an appropriate location with the required physical equipment is selected during scheduling.
Host Element	The department offering a subject or course of study
Institution	Endeavour College
LMS	Learning Management System, a tool available for

	students to engage in studies and a data reservoir to access information to assist in learning
Learning Mode	Refers to teaching and learning delivery, i.e. Full-time, part-time. In-Person, Intensive, Supervised Research, Short Course, Print Materials (External) and On–line
Location	Also referred to as teaching space, rooms, venues, includes all bookable and non bookable spaces recorded in Syllabus Plus.
Location Codes	A descriptive code for all locations. The first character represents the Campus followed by numeric digits for the actual floor or room number. B_1.5, G_9
Location Guide	Found on the timetabling website, depicts info and pictures on the rooms on each campus
Modules	Syllabus Plus definition for subjects
Offering	Refers to repeat or multiple occurrences of an activity. For instance all students will attend a lectures in a large group, and break into smaller groups/offering for tute study sessions
Offshore	The college when viable offers programs delivered in other countries.
Optional Subject	Courses of Study include Optional subjects offered in order to complete an award. There is no guarantee all optional subjects within a Course structure will all be clash free.
Personal Timetable	Students will be able to access the Class Timetable using their Student Number via the ePortal.
Program Leader	Each modality has a Program Leader who is responsible for submission of Timetabling Requirements and overall delivery of the Course of Study.

Pre-scheduling	Teaching in specialised space receives a small degree of scheduling preference, This is only processed to assist the overall timetabling process Any other prescheduling is at the discretion of the Director Student services.
Resources	Teaching rooms, teaching equipment, staff, available teaching hours These constraints are attached to classes prior to scheduling.
Same time or Co-badged activities	Two or more subjects taught in the same location at the same time (STA's). Teaching of the same/similar content when subject offerings are similar and taught together but assessment may vary.
Synchronistic Teaching	The delivery of the same subject taught on different campuses via internet media, the academic will be located on the host campus and students will connect via the internet
Scheduling	The process of allocating subjects a timeslot (day and time) in suitable teaching space with required teaching resources to meet the requirements of stakeholders
Staff (as a resource)	Academic teaching staff allocated to subject classes, to ensure no staffing clashes occur on the timetable and OH&S is adhered to.
Student Set	A tool used in Syllabus Plus to establish hypothetical clash rules based on course structures This provides pathways of clash free subjects that students can attend.
Subjects	Subjects are Units of Study offered within the Course of Study
Subject Code	Consists of four alpha characters followed by three

	numerical characters representing the department and year level of the subject. For example SOCI222 = Social Science Dept. Year 2
Suitabilities	Refers to constraints attached to locations within Syllabus Plus
Summer Semester	Period of teaching prior to semester 1 and trimester 1, predominantly for clinical classes
Syllabus Plus	Timetabling software used to manage the scheduling of classes, ad-hoc room bookings, space and AV resources
Teaching Booking	Additional teaching bookings not required on the published class timetable. Includes catch - up sessions, student consultations, ad-hoc exams (see also Ad Hoc Booking)
Teaching Week Pattern	Expected teaching weeks for each period of teaching
Timetable Draft	A draft timetable is produced periodically at key stages through the timetable production.
Timetable Changes	Amendments to the class timetable schedule, this can include; time and or day changes, room changes, staff allocation, teaching weeks or period.
Timetable Constraint	Refers to student availability, staff, resource, and location requirements that impact on the scheduling of the class timetable
Timetabling Email Address	timetabling@endeavour.edu.au
Timetabling Website	www.endeavour.edu.au/timetables or ePortal
Travel Time	Time allowance made in order for students and staff to attend classes at a different campus or site
VET	Vocational Education and Training

Procedure Author:	Director, Student Services & Retention
Procedure Owner:	Director, Student Services & Retention
Contact:	Director, Student Services & Retention Jennifer.Osborne@endeavour.edu.au
Recommending Body:	Not Applicable
Approval Body:	College Council Meeting date: 25 October 2012
Procedure Status:	New
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Director, Student Services & Retention • National Timetabling Manager
Key Stakeholders:	<ul style="list-style-type: none"> • Students • Academic staff • Administrative staff • Campus Managers

Version History			
Version	Date	Author	Details
0.1	19Sep12	J Osborne/T Holland	New document
1.0	25Oct12	J Osborne	College Council Approval
1.0	15July13	C Smalbil	College changed to new version control system within SharePoint (refer to The Source for further version history).