

# WESTERN SYDNEY UNIVERSITY



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## Course Documentation: Unit Outlines/Learning Guides

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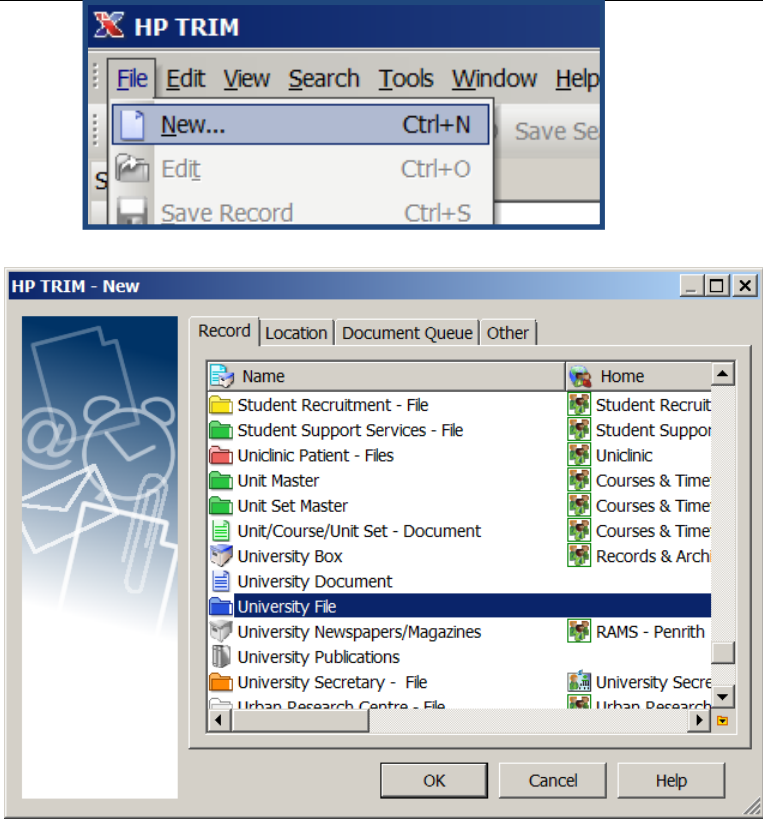
Unit Outlines are prepared for each individual unit offered by the University, and contain information that has been approved by the University in accordance with the [Award Courses and Units Approvals Policy](#).

Learning Guides are developed by the academic staff responsible for the unit, and elaborate the summary information in the Unit Outlines.

See [Unit Outline and Learning Guides Policy](#) for more information.

### Background

Final approved Unit Outlines and Learning Guides are required for permanent retention in the University Archives. The procedures in this document describe how to manage Unit Outlines/Learning Guides in TRIM.

<p><b>Create a University File</b></p> <p>From the TRIM – File menu</p> <p><b>Select:</b> New &gt; Record &gt; University File</p> <p><b>Click:</b> OK</p>	 <p>The image shows two screenshots of the HP TRIM software interface. The top screenshot shows the 'File' menu with 'New...' selected, and the bottom screenshot shows the 'HP TRIM - New' dialog box with 'University File' selected in the list of record types.</p>
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## Title the File

To the right of the **Title (Structured Part)** field

Click the *quick select* button to select the title:



*TEACHING - DELIVERY*

In the **Title (Free Text Part)** field

*Unit Outlines/  
Learning Guides -  
School of [.....] -  
[Semester] [Year]*

In **Assigned To**

*School of [.....]*

In **Retention Schedule**

*GDA23-25.04.03*

In **Date fields**

*Semester start date  
Semester end date*

Tick

*Vital Record?*

**DO NOT CLICK OK**

New Record University File

General Access Related Records Notes

Title (Structured Part)  
TEACHING - DELIVERY

Title (Free Text Part)  
Unit Outlines/Learning Guides - School of Business - Autumn 2012

Assigned To: School of Business [SoB] Date Created: 1/1/2012

GDA - (ending in .00 not valid): GDA23-25.04.03 Date Closed: 30/6/2012

Physical file created?  Vital Record?  
 Contains 'personal information'  Commercial-in-Confidence

OK Cancel Help

**Click the Access Tab to set Access to the File**

This step is vital in allowing View access to staff across the University, whilst ensuring the School owning the Unit retains control of the content.

In the Access To column

**Tick**

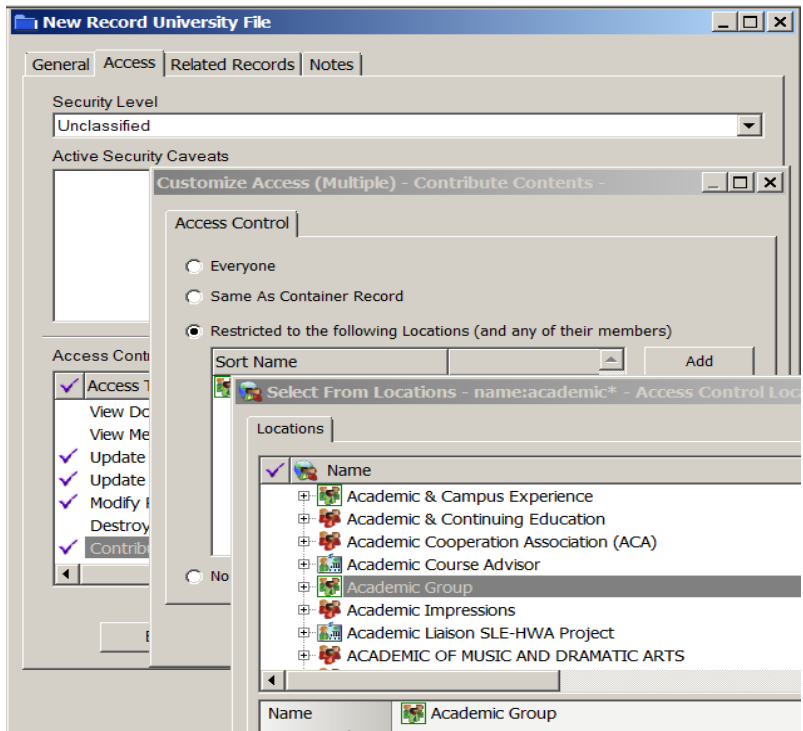
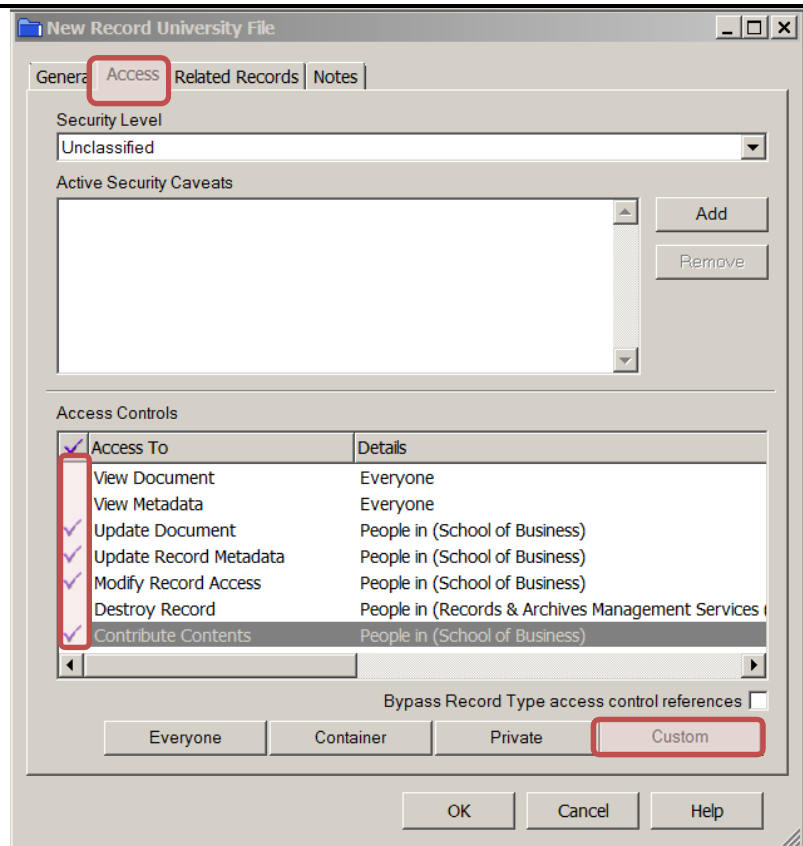
View Document  
View Metadata

**Click** the Custom button and Add Academic Group

**Tick**

Update Document  
Update Record Metadata  
Modify Record Access  
Contribute Contents

**Click** the Custom button and Add School of [.....]



## Unit Outline and Learning Guides – Documents

The file should contain the Unit Outline and Learning Guide used for each individual unit taught in the semester referred to in the file title. They should be titled in a consistent manner and in accordance with information in Section 5 – Guidelines part of the [Unit Outline and Learning Guides policy](#). They should be converted to PDF format prior to saving to the file.

The file should NOT contain any other documentation (emails, drafts etc) relating to the development of the Unit Outline or Learning Guide. This documentation should be saved to a ‘school’ file.