CAIDi Advice Sheet

CAIDi (Curriculum Approvals Information Database online) [http://www.caidi.uwa.edu.au/](http://www.caidi.uwa.edu.au/) is a UWA developed curriculum management system that is used for developing, changing, approving and managing curriculum information.

Who is this advice sheet for?

This advice sheet is designed to assist Faculty Administrative Officers and other faculty members in submitting fast-track change requests via CAIDi.

How to submit fast-track change on CAIDi?

Changes are made and submitted via CAIDi similarly to annual change process. The following relevant fields will be opened for faculties to edit:

- unit availabilities (e.g. teaching period, location, mode)
- unit prerequisites, corequisites and incompatibilities,
- contact hours,
- unit coordinator,
- textbook and handbook notes,
- advisable prior studies

How do I make changes to the fields that are not available via fast-track?

For other changes that are required due to unforeseen circumstances only, email [curriculum-aps@uwa.edu.au](mailto:curriculum-aps@uwa.edu.au) with a detailed justification, which should include:

- details of the changes to be made,
- rationale for the change to be effective from semester 2, 2014,
- description of the impact on the course and student progression,
- confirmation that the faculty/school will be responsible for advising all students enrolled in the course of the late change.

Please note: [UP11/46 University Policy on: Changes to Units](http://www.caidi.uwa.edu.au/)

1.1 Changes to units must only be made where there are sound academic or administrative reasons and ensure:

a) that potential impact on students is minimised;
b) high standards of teaching; and
c) compliance with relevant legislation
Which form do I use to submit fast-track change request?

To find the fast-track form follow these steps:

1. Log in to CAIDi
2. Find the active unit you want to make changes to using function in the menu
3. Go to the ‘Changes’ tab on the Unit Summary page and open up the fast-track change form
4. Make required changes and click on Submit button (only for users with Submit permission)
5. By clicking on this button you will confirm the changes and submit your request

When is the fast-track change effective from?

- Changes are effective immediately (as of the date of approval rather than as of 1st January next year as in annual change)
- Fast-track change applies indefinitely, unless there is an approved annual change for the same field. In this case, annual change will supersede fast-track change on the 1st January next year
- If the change is only required for one teaching period i.e. Semester 1, submit a fast-track request in Semester 2 to reverse the change.

Need further help?
Email: Curriculum-aps@uwa.edu.au
Website: http://www.teachingandlearning.uwa.edu.au/staff/committees/bcs/curriculum-management
Help desk: ext. 6727 – Monday – Friday 8.30am – 4.30pm