

# Terms of Reference (Vice-Chancellor approved) - Centralised Pricing Group (CPG)

## Section 1 - Objective

(1) The Centralised Pricing Group (CPG) is an operational working group with the key objective to implement the functions of the UNE Academic Portfolio Executive Committee (APEC) in relation to academic program course fee setting.

## Section 2 - Membership

(2) The CPG shall comprise:

- a. Business Analyst (Chair) (2023 only)
- b. Manager, Business Solutions and Project Delivery (2023 only)
- c. Executive Principal Brand Partnerships and Business Development (Chair – ongoing)
- d. Manager (Load Planning and Market Analytics)
- e. Director New Products and Markets
- f. Head of Finance
- g. Senior Advisor – CFO Portfolio
- h. Director UNE International

(3) In attendance (in person or by nominee) as required for relevant discussions:

- a. Director, Graduate Research
- b. Director, Office of Strategy Management
- c. Digital Curriculum Manager
- d. Senior Manager (Curriculum and Academic Manager)
- e. Manager, Student Pathways
- f. Manager, Student Systems
- g. Director English Language Centre
- h. Associate Dean Teaching and Learning, Faculty of Science, Agriculture, Business and Law (ADTL-SABL)
- i. Associate Dean Teaching and Learning, Faculty of Medicine and Health (ADTL-M&H)
- j. Associate Dean Teaching and Learning, Faculty of Humanities, Arts, Social Sciences and Education (ADTL-HASSE)
- k. Faculty Coordinators
- l. Senior Advisor Brand, Partnerships and Business Development
- m. Any person invited by the Chair

## Section 3 - Terms of Reference

(4) The CPG will perform the majority of pricing analysis and recommend prices and pricing strategies in consultation with a number of UNE teams including Finance, faculties, UNE International and product teams. This approach maximises engagement at key points while concentrating data collection, analysis and decision making in a central team.

(5) The CPG will be part of a broader team to coordinate information and prices into a coherent strategy with the other elements of the marketing mix, particularly product strategy.

(6) The CPG will develop course and unit prices, after consultation, for the following tuition fee categories:

- a. Domestic full fee postgraduate
- b. International full fee
- c. Commonwealth Supported Places (CSP) fee
- d. Non-Award
- e. Grandfathered
- f. Domestic Undergraduate
- g. Cross-Institutional
- h. Third Party arrangements (eg Open Universities Australia (OUA), Ducere Global Business School)
- i. Student Services Amenities Fee (SSAF)
- j. English Language Centre (ELC)

(7) The CPG will be responsible for:

- a. Gathering data and reporting requirements
- b. Developing and deploying reports and data files
- c. Completing draft fee schedule
- d. Consulting with Faculties, Schools and other key stakeholders
- e. Reviewing and finalising proposed fee schedule for presentation to APEC
- f. Distributing approved fee schedules to all interested groups
- g. Recommending automation into systems where possible
- h. Capturing all decisions and rationale
- i. Adhering to timeframes
- j. Providing assurance of consultation, compliance, analysis and due process

### Meetings

(8) The Working Group will meet fortnightly from March each year up to the date of publication of annual fees, then monthly thereafter. Flying minutes may be used for urgent matters.

(9) A simple majority of the membership of the Working Group will constitute a quorum.

### Reporting

(10) The Chair of the CPG or nominated delegate will report directly to the Deputy Vice-Chancellor (DVC).

(11) The DVC will submit recommendations on behalf of the CPG to APEC.



## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	23rd June 2023
<b>Review Date</b>	23rd June 2025
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	6th June 2023
<b>Expiry Date</b>	12th June 2024
<b>Unit Head</b>	Bryn Griffiths Executive Principal Brand Partnerships and Business Development
<b>Enquiries Contact</b>	Bryn Griffiths Executive Principal Brand Partnerships and Business Development <hr/> Brand Partnership and Business Development