
Course Review and Quality Assurance Policy

Policy/Document Approval Body:	Academic Board
Date Created:	26 October, 2012
Policy Custodian:	Chair, Academic Board
Policy Contact:	Dean of Engineering
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	4
Date of Revision:	28 April 2017
Date Approved:	21 September 2017
Date Commenced:	25 September 2017

1.0 Purpose

This policy provides a framework for the Engineering Institute of Technology (EIT) to conduct academic reviews of its Vocational Education and Training (VET) courses, which is transparent for all stakeholders. The process involves linking intention and design, implementation, outcomes (which are reviewed) and improvement.

The purpose is to:

- ensure that courses are reviewed systematically for continuous improvement
- provide quality assurance based on coherent improvement processes integrating key elements of teaching and learning to achieve outcomes
- build upon and align with other academic policies and procedures to achieve key objectives identified by the Institute.

2.0 Scope

This policy is relevant for EIT academic and administration staff as well as external stakeholders involved in both the creation and review of VET courses and quality assurance. It applies to all VET courses, campuses and members of the EIT's academic community, the general community, industry and the professions.

Subjects within nested courses will be reviewed together as one subject, taking into account the objectives for each course and their individual learning outcomes. Key activities that form part of this review process are to collect data on student learning, provide interpretation of that data, and indicate emerging trends according to key indicators of student performance.

This policy does not focus on the teaching capacity of individual lecturers within the course.

The policy is to be implemented via induction and training of staff and committee members, and distribution to students and the Institute's community via the website and other publications.

3.0 Introduction

The overarching objective of EIT is to offer courses that are coherent, integrated, and enable students to achieve the requisite outcomes appropriate to the course aims. Ongoing responsibility for program quality will be embedded in management practice.

Systematic review and external re-accreditation provide an opportunity for continuous program improvement that will incorporate input from all major stakeholder groups. Academic offerings will be reviewed in terms of relevance, demand, quality and deliverability. Courses and units/modules may also come under review due to requests or feedback received from lecturers, students and/or administrative staff.

The key objectives of the course review process are:

a. Relevance of courses

This relates to the course reputation as viewed by key stakeholders and to the meaningful contribution that its graduates can make to their profession and to society. It is reflected in the alignment of course content and outcomes to labour market priorities and those areas identified by Government and industry partners as being high priority.

b. Viability of courses

This refers to cost effectiveness and sustainability. It also reflects the demand for the course, how well students progress through the course, and the return on investment from the course offering.

4.0 Accountability with Regard to the Quality of EIT VET Courses

The Dean of Engineering is accountable for the quality of program-related processes and practices of EIT reflected in program design, delivery, assessment and management.

EIT's course management and reporting arrangements will:

- ensure achievement of consistent and high standard learning outcomes and assessments for the course in an online delivery mode environment
- ensure quality assurance is embedded in the EIT management processes
- develop graduate capabilities and competencies identified as important to stakeholder groups and that meet accreditation standards
- relate capability and competency development to learning outcomes and activities
- measure capability and competency development and learning outcomes through valid and reliable assessment strategies.
- provide resources that support students' learning to achieve learning outcomes
- ensure effective, efficient and appropriately documented course management.

5.0 Measuring Accomplishment of Graduate Attributes Against Key Performance Indicators

The criteria to measure and evaluate program performance will be consistent and vigorous. Program quality will be reflected in program design, delivery, assessment and management to:

- ensure consistent and high standard learning outcomes and assessments for the online mode of delivery
- develop the graduate capabilities and competencies identified as important by stakeholder groups
- relate capability and competency development to learning outcomes and activities
- measure capability and competency development and learning outcomes through valid and reliable assessment strategies.

The relevant Key Performance Indicators (KPIs) as set out in EIT's Strategic Plan will be integrated into the EIT's profile planning processes and measured against the EIT's generic graduate attributes and those that are specific to courses of study that the EIT is authorised to offer.

The underlying principles in achieving course review objectives are that processes are to be:

1. Evidence based
2. Efficient (particularly in its use of staff time)
3. Rigorous
4. Transparent
5. Objective
6. Inclusive of staff at all levels

6.0 Approval and Implementation of Review Outcomes

6.1 Course and unit/module approval

The following provides an overview of the types of course approval processes:

1. All new courses are subject to approval by the Dean, the Academic Board and the external accrediting authority.
2. Any proposal to make a major change to course structure, content or delivery requires a course change proposal to be approved by the Academic Board and the external accrediting authority.
3. Minor changes to courses and units/modules that constitute continuous improvement, whilst maintaining coherency of the course, requires internal approval by the Dean, and the external accrediting authority.

EIT will implement regular review processes across the key areas listed under the objectives of this policy. A variety of academic review mechanisms are available to EIT such as:

- internal partial course and unit/module review
- external full course review
- external audit/assessment/accreditation
- professional accreditation.

6.2 Frequency

Course reviews will be conducted on an ongoing basis with a complete course review required every 5 years for renewal of accreditation by the external accrediting authority.

Unit/module reviews on an ongoing basis and will be reviewed a minimum of once every five years during the duration of the course as part of EIT's validation processes. Units/modules will also be reviewed every 5 years for renewal of accreditation by the external accrediting authority, as part of the course review process.

6.3 Types of Review

Internal Review:

A range of data will be collected from internal sources that will contribute to the academic review process. Data will be sourced from information held by EIT such as enrolment and assessment data, together with feedback collected from students via surveys and other mechanisms, and feedback from staff via meetings or other mechanisms.

This data will be analysed individually and collectively, and combined with data obtained from external stakeholders, when appropriate, and reported to the relevant academic committee for consideration.

External Review – ongoing course review:

Data will be collected from potential employers and industry professionals, seeking their feedback on subjects and courses via a variety of collection methods.

External Review – accreditation:

All EIT courses are owned by its sister company, IDC Technologies, and are accredited through the Training and Accreditation Council (TAC) in Western Australia. All accredited courses are required to undergo a reaccreditation process every 5 years. Any proposal to make a major or minor change to an accredited course during this 5 year period requires a course change proposal to be approved by the external accrediting authority.

6.4 Implementation of Review Outcomes

The following personnel are responsible for implementing changes to curriculum that have been approved as a result of an academic review process.

- a. The Dean is responsible for receiving, reviewing and approving changes to individual units/modules and courses overall and reporting outcomes to the Academic Board.
- b. The Dean and/or Deputy Dean is responsible for receiving and reviewing recommendations arising from feedback collected from stakeholders and approving recommendations for change.
- c. The Dean has overarching responsibility for implementing approved changes to units/modules and the course and reporting outcomes to the Academic Board.
- d. Learning Support Officers are responsible for implementing and monitoring relevant changes made to units/modules and courses under their responsibility and reporting outcomes to the Dean.

7.0 Definitions

Graduate attributes: Transferable, non-discipline specific skills that a graduate may achieve through learning that have application in study, work and life contexts. Also referred to as employability skills.

Learning outcomes: The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Unit/Module: A discrete module/unit of study where a combination of modules/units make up a course of study.

Course of study: A single course leading to the award of a qualification.

8.0 Related Documents

- EIT01 Training and Assessment Policy
- EIT02 Quality Assurance Policy
- Course and Unit Amendment Policy
- Course and Unit Discontinuation Policy
- Course Review and Quality Assurance Procedure