COURSE REVIEW AND QUALITY ASSURANCE POLICY

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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; and
- 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 the review of VET courses and quality assurance. It applies to all VET courses, modes of delivery and members of the EIT's academic community, the general community, industry, and professions.

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 a 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 Regarding 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;

- 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; and

- 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; and

- 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 EIT's generic graduate attributes and those that are specific to courses of study that 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; and

6. Inclusive of staff at all levels.

6.0 Approval and Implementation of Review Outcomes

6.1 Course and Unit / Module Approval

Any proposal to make a major or minor change to course structure, content or delivery requires a rationale from the Course and Industry Advisory Committee (CIAC) along with a course change proposal to be approved by the Academic Board and then provided to EIT's sister company, IDC Technologies, for application to the external accrediting authority for an amendment to an existing course.

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 five (5) years for renewal of accreditation by the external accrediting authority, which is done by IDC Technologies as the course owner.

Unit / module reviews are conducted 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, which is done by IDC Technologies as the course owner.

6.3 Types of Review

6.3.1 Internal Review

A range of data will be collected from internal sources that will contribute to the academic review process undertaken by the CIAC. 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 academic and administrative 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.

6.3.2 Learning Resources and Material Review – Ongoing Course Review

Data will be collected from internal sources, such as the instructors, students, VET academic committee on individual units / modules. These reviews will focus on the quality, currency, accessibility, diversity and effectiveness of the learning resources and material.

6.3.3 Assessment Review – Ongoing Course Review

Assessment review via moderation and validation activities as well as based on student and staff feedback are a continuous process of improvement at EIT. These reviews will focus on the assessment design, duration, appropriateness to the unit / module, principles of assessment, the rules of evidence, assessment integrity and clarity of instructions.

6.3.4 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.

6.3.5 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 five (5) years. Any proposal to make a major or minor change to an accredited course during this five-year period requires a course change proposal to be approved by the external accrediting authority, which is done by IDC Technologies as the course owner.

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 CIAC is responsible for receiving and reviewing recommendations arising from feedback collected from stakeholders and considering recommendations for change;

b. The Deputy Dean has overarching responsibility for implementing approved changes to units / modules and the course and reporting outcomes to the Academic Board;

c. The Academic Resources Manager is responsible for implementing relevant changes recommended by the Dean and / or Deputy Dean with regards to the learning resources and assessment tools; and

d. Learning Support Officers are responsible for implementing and monitoring relevant changes made to units / modules and courses under their responsibility.

7.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

8.0 Related Documents

- Assessment Validation and Student Progress Procedure. VET
- Assessment, Validation and Student Progress Policy. VET
- Copyright Policy.DS
- Copyright Procedure.DS
- Course Advisory Committee Terms of Reference.VET
- Course and Unit Discontinuation Policy. VET
- Course Review and Quality Assurance Procedure. VET
- EIT01 Training and Assessment Policy
- EIT01.1 Quality Training and Assessment Strategies
- EIT01.2 Industry Engagement Policy
- EIT01.6 Transition from Superseded Training Products Policy
- EIT02 Quality Assurance Policy
- EIT08 VET Regulator Cooperation & Legal Compliance
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy. VET
- Learning and Teaching Resources Policy .DS
- Privacy Policy.DS
- Recognition of Prior Learning Policy. VET
- Records Management Policy.DS
- Risk Management Policy.DS
- Risk Management Register.DS
- Student Consultation Policy. VET
- Student Support for Online Learning and ICT Infrastructure Procedure. VET
- VET Student Loans Policy

9.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:
- *Copyright Act 1968 (Cwth.)*
- *Freedom of Information Act 1992 (WA)*
- *Privacy Act 1988 (Cwth.)*

- *Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)*
- *VET Student Loan Act 2016 (Cwth.)*
- *VET Student Loan Rules 2016 (Cwth.)*
- *VET Student Loans (Courses and Loan Caps) Determination 2016 (Cwth.)*

10.0 Accountabilities

The Academic Board, is responsible for the review and approval of this policy.

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