
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
- 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 the professions.

Subjects within nested courses will be reviewed together as one subject, considering 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
- 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 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
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 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 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

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 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.

Learning resources & material review – on going 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 & material.

Assessment review – on going 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.

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, 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 Dean and/or Deputy Dean is responsible for receiving and reviewing recommendations arising from feedback collected from stakeholders and considering recommendations for change.
- b. The 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 recommend by the Dean and/or Deputy Dean with regards to the learning resources and assessment tools.
- 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 Discontinuation Policy
- Course Review and Quality Assurance Procedure