



POLICY: COURSE REVIEW POLICY AND PROCEDURE

POLICY NUMBER:	AC014	VERSION:	6.1
DATE ADOPTED:	1 January 2012	DATE LAST REVIEWED:	13 July 2017
DATE OF NEXT REVIEW:	13 July 2018	REVIEW FREQUENCY:	One year
AUTHORISED BY:	Chief Executive Officer	REVIEWED BY:	Academic Director
RESPONSIBLE FOR REVIEW:	Chief Executive Officer , Academic Director, English Program Manager		
REVIEW PROCESS:	Chief Executive Officer , Academic Director, English Program Manager		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorised		
Policy context: This policy relates to:			
HE STANDARDS FRAMEWORK 2015	5.3		
ESOS			
ELICOS	P3.3; P3.4; P4.4; P6.1		
STANDARDS FOR RTO's 2015	Standard 1		
LEGISLATION OR OTHER REQUIREMENTS	Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011		
OTHER POLICIES	Continuous Improvement Policy		
FORMS AND OTHER DOCUMENTS	Course Enrolment Survey Course Evaluation Survey Unit Evaluation Survey Lecturer Unit Evaluation Form		



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KEY WORDS (META DATA)	Course Review Policy, course review, unit review, program review, academic governance, Teaching and Learning Committee
DEFINITIONS	<p>Academic Governance: Refers to the committee structure that is responsible for IIBT's academic systems. It includes the IIBT Academic Board, IIBT Board of Examiners, IIBT Consultative Committees, IIBT Teaching & Learning Committee</p> <p>Course: A formal program of education and/or training which may be made up of study components known as Units</p> <p>Major Change: refers to 20% or more change in a unit or course.</p> <p>Minor Change: refers to less than 20% change in a unit or course.</p> <p>IIBT Academic Board: Academic governing body established to assure academic quality standards, advise on academic policy, teaching and learning plans, academic standards and academic outcomes. The Academic Board also endorses new course curriculum and major course changes.</p> <p>IIBT Board of Examiners: Oversees the approval processes for final grades and other assessment activities.</p> <p>IIBT Teaching and Learning Committee: The Teaching and Learning Committee has the responsibility for advising the Academic Board on the Institute's strategic directions, priorities, policies and quality assurance processes that contribute to IIBT's teaching and learning outcomes, including student appeals and reviewing possible students at Risk in line with the Student at Risk Policy. It provides advice to the Academic Board on policies and operations relating to assessments set-up, conduct and appeals.</p>
EVIDENCE	Minutes of meetings

Policy Information:

POLICY	<p>IIBT is committed to ensuring that course monitoring, review, updating and termination are appropriately managed.</p> <p>Specifically, IIBT will ensure that:</p> <ol style="list-style-type: none"> 1. All courses of study are systematically updated, through internal revision and external reviews, and that their coherence is maintained
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	<p>2. Should a course of study be discontinued, effective course transition plans will be implemented so as not to disadvantage students enrolled in the course</p>
SCOPE	<p>This policy applies to all aspects of higher education, vocational education and training and ELICOS courses to:</p> <ol style="list-style-type: none"> 1. ensure that effective systems are in place to undertake systematic course review and to enable the appropriate management, implementation, assessment and action necessary to address the findings of course / unit reviews; and 2. Support the Institute in meeting the objectives coming out of the Teaching and Learning Plan and respective Policies.
PROCEDURES	<p>Higher Education</p> <ol style="list-style-type: none"> 1. Identifying the need for a Targeted Course Review <p>The Teaching & Learning Committee will undertake prepare an Annual Course Evaluation Report for the Academic Board by September of the following year. This report will take account of the following:</p> <ul style="list-style-type: none"> • the identification of risk, strategic need/opportunity for course review • evaluation of course units and course majors (as/when majors are approved by TEQSA) • major organisational or external environmental change posing risks or creating opportunities • as audit is required <p>Any element of a course may be identified for review, but most commonly, the review would focus on:</p> <ul style="list-style-type: none"> • unit/s of study within a course/s • major/s within a course/s • an entire course offering • alignment with the Australian Qualifications Framework (AQF) • other selected aspects of a course offering, as highlighted via the annual evaluation of courses. • change of regulatory conditions <p>All course reviews are approved by Academic Board based on recommendations from one of its sub-committees:</p> <ol style="list-style-type: none"> 2. Commissioning Targeted Course Reviews and Review Approvals



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A unit Co-coordinator or the Academic Director or other appropriate position may request a review of a course, or particular unit / elements of a course, and recommend a review to the Teaching & Learning Committee. This can include recommendations for review of methodology, pedagogy, timeline and / or expected outcomes

This Committee will either:

- a) endorse the recommendation and forward to Academic Board for approval; or
- b) amend and/or return the recommendation to the unit driver with written instructions for amendment and subsequent re-submission or
- c) declines the proposal and i) informs the unit coordinator, and ii) Academic Board in writing to seek approval of its decision.

Where the Teaching & Learning Committee identifies the need for a targeted course review, the Committee will report to Academic Board before commissioning the review. This will include details of the review methodology, timeline and expected outcomes.

At the recommendation of its sub-committee, the Academic Board will:

- a) approve the proposed course review proposal in writing or
- b) amend and/or return the course review proposal to the proposer/s with written instructions for amendment and subsequent re-submission.

3. Course Review

After a course has been delivered, in the first instance and for its intended duration, it will fit into the normal course review timeframe as outlined in these procedures.

All courses and units are formally reviewed prior to each re-accreditation of that course or at least every three years, whichever period is shorter. All units will be informally reviewed annually on the basis of any (or all) of the following factors:

- a) Annual update of teaching materials
- b) Updated standards linked to professional bodies and/or industry practices
- c) Update or change of textbook(s), software and other learning resources
- d) Changes arising from stakeholder feedback (student satisfaction surveys, moderation reports, lecturer/peer feedback, offshore operations, etc.)
- e) Regulatory changes



Reviews evaluate the quality of the course/unit, currency of the content materials, validity and reliability of assessments and associated learning outcomes.

In conducting a formal review, six months' notice will be given to stakeholders, while a course or unit review requiring submission to a re-accrediting body, will be provided with twelve months' notice.

Unit moderation will be undertaken for every unit and every lecturer at least annually in accordance with the IIBT Assessment and Moderation Policy.

Major changes in learning outcomes and/or teaching and learning processes are presented to the Academic Director to take to the Academic Board for approval.

Authority to make minor change to courses and units is vested with the Teaching and Learning Committee

All decisions made by the Academic Board and its associated committee structures must comply with accreditation requirements as set by the relevant regulatory authority.

4. Conducting a Course Review

Following Academic Board approval, the review may commence drawing on one of the following review processes:

- internal or external panel review
- external consultancy
- internal or external audit

5. Major course / unit changes

- A proposal for revision of any course/unit must be submitted in writing at least one month prior to a scheduled meeting of the Teaching and Learning Committee.
- The proposal will be circulated to the Teaching and Learning Committee and two reviewers will be appointed to evaluate the proposal and make recommendations to the Committee.
- The Teaching and Learning Committee will meet to discuss the proposal, seek further information (if required) and



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	<p>make a recommendation to approve, amend or reject the proposal.</p> <ul style="list-style-type: none"> Proposals approved by the Teaching and Learning Committee will be forwarded to the IIBT Academic Board for endorsement. <p>6. Monitoring and Review of Outcomes</p> <p>Once a review has been undertaken the Academic Director will;</p> <ol style="list-style-type: none"> add the review to the Continuous Improvement Register monitor the implementation of reviews ensure course reviews include AQF compliance receive mandated follow-up reports on implementation of recommendations provide an annual report to Governance Board, through the Academic Board, as well as the Risk Management Committee, on review activity and associated outcomes. make arrangements for accreditation by the appropriate regulatory authority (if applicable) advise admissions staff of any special entry requirements (English levels, academic pre-requisites, etc.) appoint and/or inform teaching staff to implement the changes instruct administrative staff of required changes (e.g. unit code, database adjustments, course planners, brochures, website, etc.) and once implemented, advise all other staff accordingly. make arrangements for current students to transition to the new course or unit structure and issue notices as applicable to advise students the changes. During the transition stage, students will not be disadvantaged by the changes. <p>Vocational Education and Training</p> <ol style="list-style-type: none"> Each course will be validated annually: <ol style="list-style-type: none"> Internally – validation by Assessors within IIBT Externally - validation through the Course Advisory Committee
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	<ul style="list-style-type: none"> b) Recommended changes will be submitted to the Teaching and Learning Committee. c) Major changes will be reviewed by the Academic Board as in higher education d) Transition to newer versions of courses is covered under the Transition and Teach out policy
	<p>ELICOS</p> <ul style="list-style-type: none"> a) Each course will be reviewed, evaluated and validated in accordance with the published schedule on the Academic Calendar: <ul style="list-style-type: none"> i) Internally – review and validation by academic staff within IIBT (please see Assessment Validation and Moderation policy) ii) Externally - review and validation through external benchmarking/review by qualified external industry practitioners b) The following will be taken into account when reviewing courses: <ul style="list-style-type: none"> i) Formal and informal teacher and learner feedback obtained during a course and after the conclusion of a course ii) Analysis of weekly teaching records of course teachers iii) Analysis of student performance, pass rates and course outcomes after the conclusion of a course iv) Feedback provided by receiving institutions, eg IIBT graduate pass rates at partner universities c) Review and evaluation of courses will consider all of the following: <ul style="list-style-type: none"> i) curriculum ii) core and supplementary resources iii) assessment instruments and marking guides iv) all other course documentation eg teacher notes, handbooks v) course promotion d) Changes to less than 20% of a course will be actioned by the English Program Manager within one month of the review. e) Changes to more than 20% of a course must be made by a Course Advisory Committee convened for the purpose. Members of the Course Advisory Committee will comprise the English Program



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	<p>Manager, teaching staff of IIBT, the Campus Manager and external advisors</p> <p>f) Minor and major course changes may come about through the following: changes recommended by an internal assessment panel following course validation; changes that are required following student feedback, teacher feedback or feedback from receiving providers; changes that are required due to an analysis of student assessment results, changes that are required due to an analysis of weekly teaching records for a course, an external event that necessitates course review and change eg a change in regulatory requirements, a change in courses or entry requirements of receiving providers, a change in the teaching and learning plan of the college, a change in marketing and student recruitment strategies necessitating course review and revision to suit current and new markets; an identified industry-driven need for change; identification of new developments in ELT theory, methodologies and practices</p> <p>g) Course review, evaluation and validation usually takes place at the conclusion of the course each time it is delivered. However, course review can also take place outside of this schedule as required by the events outlined above.</p> <p>h) Once course changes are approved, version control notation will be managed by the Campus Manager and outdated versions will be withdrawn from usage. Teachers will be informed by email of the new version (s) and copies will be available in the relevant folder for the course.</p> <p>i) It is the responsibility of the English Program Manager to ensure that English courses at IIBT remain current and up to date in terms of underlying theories and methodologies, content, delivery modes and resources. This can be done via the following: consultation of current ELT academic publications; consultation of ELT resources catalogues; attendance at conferences, seminars and workshops, staff meetings and Professional Development sessions; review of competitor markets, courses and promotional strategies</p>
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