



## Quality Assurance Policy: Course Review

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<b>Government Legislation</b>	Australian Qualifications Framework
<b>Responsible Officer</b>	CEO

### 1. Preamble

Course reviews are an important part of IKON's quality assurance processes.

### 2. Purpose

This policy governs the development and approval for continuous improvement of courses and subjects to ensure that they are academically sound and that they comply with requirements for qualifications prescribed by the Australian Qualifications Framework, other accrediting bodies and industry standards. It provides information on process and guidelines for development and approval of new academic courses.

### 3. Scope

Course reviews cover entire academic courses in the context of its regulations, overall structure and management, the subjects, major and minor sequences, projects and work experience that make up the course as well as learning outcomes

### 4. Principles

#### Subject and Course Review

- 4.1 Course review will occur in accordance with the Strategic goals and direction of IKON.
- 4.2 The IKON Institute will evaluate the quality of its subjects and courses using feedback from students, graduates, employers, industry and other stakeholders.
- 4.3 Evaluation will be based on an agreed set of indicators for subjects and courses as determined by Academic Board including data on enrolment, student profile (fulltime, part time, commencing, continuing students), progress rates, grade distributions, withdrawals, deferrals and completions and qualitative performance measures on the student course experience (eg generic skills, good teaching, overall satisfaction, learning community, curriculum, assessment, workload) and value for money.

- 4.4 All subjects will be evaluated using student feedback on teaching and learning that is collected each time a subject is taught.
- 4.5 Academic Board will develop and recommend to the Board of Governors a standard evaluation instrument for all courses and subjects.
- 4.6 Academic Board will review data on teaching performance and recommend appropriate actions for improvement to the Board of Governors.
- 4.7 Academic Board will review the performance of the Institute's courses based on the agreed set of quality and viability indicators twice each year.
- 4.8 Academic Board will recommend and monitor implementation of a schedule of major reviews for all of the Institute's courses, such that they have undergone major internal scrutiny every three years or within the year before applying for re-accreditation if accredited courses.
- 4.9 A major course review will include evidence of benchmarking with comparator courses and feedback from and engagement with employers and professional associations where appropriate.
- 4.10 Where the performance of a course or subject is consistently below benchmarks, Academic Board may recommend bringing forward the scheduled course review.
- 4.11 Academic Board will report at least annually to the Board of Governors on the performance of courses and subjects and will recommend actions for improvement of teaching and learning.

## 5. Procedures

### 1. Quality Assurance Committee (not standing)

#### 1.1 The Quality Assurance Committee will comprise:

- a chairperson, who will be either a senior member of the academic staff of IKON who does not teach in the course and/or a member of the Academic Board, or a person external to IKON.
- One student representative and/or one recent graduate of the course
- at least one member external to IKON from a relevant academic or professional background
- at least one member external to IKON representing a relevant employer, employer group, or professional body
- one or more staff members who teach in the course
- other persons as appropriate.

### 2. Terms of reference of the Quality Assurance Committee

#### 2.1 The Quality Assurance Committee will consider and report on:

- the overall quality of the course and its ongoing relevance, value, viability and sustainability
- the academic content and structure of the course
- teaching, learning and assessment
- feedback from employers, students and graduates and professionals
- student demand, progress rates and attrition rates
- human, physical, IT resources, health and safety issues
- benchmarking to other providers and comparable courses
- the comparability of standards and other relevant factors that may affect the teaching and learning environment where a course is delivered in a flexible mode of delivery.

### 3. Course review process

- The Quality Assurance Committee will gather information about the course in accordance with the terms of reference.

- On completion of the review, the Quality Assurance Committee will submit a report to the Head of Faculty.
- The Head of Faculty will prepare an implementation plan and submit the Quality Assurance Committee report and the implementation plan to the Academic Committee and then to the Academic Board for consideration and approval.
- The Head of Faculty will report annually on the implementation plans as part of the annual review of Key Performance Indicators.

#### 4. Benchmarking

- IKON will benchmark against identified best practice institutions. The institutions might/ might not deliver the same programs as IKON.
- The Head of Faculty in consultation with the Chief Executive will establish a working relationship with identified best practice institutions for the purpose of benchmarking.
- A Benchmarking Plan will be developed.

#### 5. Review outcomes

Any proposed changes to the program or subjects arising from the above review methods/procedures and approved by the Academic Committee will be discussed by the Chair of the Academic Committee with the Head of Faculty to determine the appropriate actions.

#### 7. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

#### Related Forms:

Nil

#### Related Policies:

AC003.1 Quality Assurance Course Development and Approval

AC003.3 Quality Assurance Course Amendment and Cessation