

Course and Unit Review Policy

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2021.09	Academic Board	14 September 2021	14 September 2021

1. PURPOSE

The Australian National Institute of Management and Commerce (the Institute) is committed to maintaining excellent academic standards and has a culture of continuous improvement in order to achieve its goals. Course and unit reviews provide evidence of the achievement of objectives and enable reflection to identify opportunities for improvement. Course and unit reviews are integral to academic quality assurance and they are an important element of the Institute's Self Accrediting Authority status. The findings of reviews bring about evidence-based improvements which ensure the continuous quality, viability and relevance of the Institute's courses.

This policy outlines the principles that underpin the Institute's course and unit review processes. Adherence to these principles and the related processes ensures compliance with the Australian Qualifications Framework (AQF), Higher Education Standards Framework (HESF 2021) and relevant professional accreditation standards.

This policy should be read in conjunction with *Course and Unit Review Procedure*.

2. SCOPE

This policy applies to all courses and units offered by the Institute, including those delivered online. The Policy also applies to the Institute's campuses both within Australia and offshore and to parties with which the Institute has Third Party Arrangements.

3. DEFINITIONS

Academic Quality Assurance is a demonstration or verification that a desired level of quality of an academic activity or outcome has been attained or sustained or is highly likely to be attained or sustained.

Benchmarking is the process of comparing courses and units with comparable educational institutions. It enables valid and relevant comparisons and provides an external reference point for the achievement of educational standards.

Course and Unit Review is the evaluation of an academic program, including its structure, learning outcomes, currency of curriculum and quality of teaching and learning including assessment.

Dean means the Dean of a School or his/her nominee.

External referencing means a process through which a provider compares an aspect of its operations with a comparator's operations or seeks input from external experts.

Feedback is information and evidence used to reflect upon and improve performance. It is gained from processes such as consultation, questionnaires and surveys and is regularly sought from student groups and relevant professional, accrediting and employer groups.

Institute Approved Student Surveys include the Graduate Survey, Student Experience Survey, and the Student Satisfaction Survey.

Moderation is a quality assurance process that ensures appropriate standards are maintained. It facilitates consistency and reliability in the assessment of student learning and performance.

Mode of delivery means course delivery that is face-to-face, online, or a combination of the two modes (blended).

4. PRINCIPLES

- 4.1 Course and unit reviews are integral to the Institute's cycle of continuous improvement. See the *Academic Quality Assurance Framework* for information on this cycle which is composed of planning, implementation, monitoring/reviewing and improvement.
- 4.2 Regular course and unit monitoring and conducting of reviews encompasses aspects such as: course design and content; assessment methods and validation of grading; student achievement of learning outcomes; retention, progression and completion rates; and student cohort analysis.
- 4.3 A Major/Reaccreditation review has two aims:
 - i. To confirm the level of quality and demonstrated learning outcomes of courses and units, thereby ensuring that they are consistent with the Australian Qualifications Framework (AQF), industry standards, and standards established by HESF (2021).
 - ii. To highlight any potential risks to quality in the course and units, and to provide recommendations for reflection, debate and improvement.
- 4.4 Major and Reaccreditation reviews encompass the areas outlined in 4.2 and also include: modes of delivery; the changing needs of students; emerging developments in the field, if relevant; and any identified risks to the quality of the course.
- 4.5 The Institute is accountable for regular course and unit reviews to help ensure consistency across all course delivery modes, locations, and parties with which the Institute has Third Party Arrangements. Regular reviews enable comparison of: face-to-face and online

delivery; delivery at different campuses, including those offshore; and delivery by third parties.

- 4.6 Moderation/external referencing is essential to course and unit reviews. Where possible, course and unit reviews utilise moderation results to ensure standards of assessment and marking are comparable to those in other Australian institutions of higher education and to gain feedback on features of course design. The Institute's *Moderation Policy* and *Moderation Procedures* specify standards, frequency and responsibilities for both internal and external moderation.
- 4.7 Regular course and unit reviews are conducted with specific reference to:
- i. Data collected from evaluations related to teaching and learning;
 - ii. Feedback from Institute approved student surveys;
 - iii. Peer review, internal and external moderation procedures and benchmarking;
 - iv. Analysis of student progress and achievement of course and unit learning outcomes;
 - v. Overall benchmarking relevant to core structure and unit outlines; and
 - vi. Consultation with lecturers, students, graduates, employers and other relevant stakeholders.
- 4.8 The terms of reference for Major and Reaccreditation reviews encompass:
- i. the design and content of the course of study;
 - ii. appropriateness of the expected learning outcomes;
 - iii. the methods of assessment of those outcomes;
 - iv. analysis of student data and feedback from stakeholders;
 - v. appropriateness of the modes of delivery;
 - vi. the perceived quality of the student experience; and
 - vii. potential risks to the quality of the course of study.

5 RELATED DOCUMENTS

- i. Course and Unit Review Procedures
- ii. Academic Quality Assurance Framework
- iii. Course and Unit Development Policy
- iv. Moderation Policy
- v. Student Survey Policy

6 VERSION CONTROL

Historical Version	Approved by	Approval Date
2018.08	Academic Board	30 August 2018
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