1. Overview

1.1 The purpose of this policy is to provide a framework for the review, amendment and approval of Courses and/or Units offered at PIBT.

1.2 This policy applies to all the existing Courses and/or Units across PIBT.

1.3 PIBT’s Academic Governance practices are based on Guidelines set by MYCEETYA for the registration of Non Self-Accrediting (Higher Education) Institutions (NSAI) and accreditation of their Course/s (relating to National Protocols A and B). The relevant parts (section 17.6) are included in Schedule 1.

1.4 PIBT is listed on the National Register as a non-university Higher Education Provider (or as per any change in the regulatory nomenclature that supersedes this title).

1.5 PIBT’s established practices have been validated by Australian regulators in the VET and Higher Education sector.

1.6 PIBT will be informed by the relevant Australian regulators and will ensure that academic governance processes and procedures align (within the limits of reasonable adjustment) with best practice models whenever possible.

2. Organisational Scope

2.1 This policy applies to all staff involved in the review and approval of Course materials at PIBT.
3. Definitions

3.1. Academic Director: Refers to the Director of Academic and Student Services or delegated officer.

3.2. Academic Governance: Refers to the committee structure that is responsible for PIBT’s academic systems. It includes the PIBT Academic Council, PIBT/ECU Faculty Consultative Committees, PIBT Teaching & Learning Committee and the PIBT Board of Examiners.

3.3. AQF – Australian Quality Framework underpins the national system of qualifications in Australia, encompassing higher education, vocational education/training and schools.

3.4. ASQA – Australian Skills Quality Authority is the national regulator for the vocational education and training (VET) sector.

3.5. Course: A formal program of education and/or training made up of study components known as Units.

3.6. PIBT Course Coordinator: PIBT has appointed ongoing staff to act as Course Coordinators for each course offered by PIBT.

3.7. CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

3.8. ESOS Act: Education Services for Overseas Students Act (2007) and subsequent amendments.

3.9. Graduate Attributes: Set of generic skills that further life-long learning and engagement with the community. These skills include the ability to communicate, work in teams, generate ideas and develop critical appraisal skills and engage in cross-cultural/international outlooks.

3.10. Major Change: Refers to substantial changes to more than 20% of the learning outcomes, content, etc. in a unit or course.

3.11. Minor Change: Refers to small changes in descriptions, assessments and/or typographical changes that form less than 20% of the unit or course.

3.12. Offshore College: Refers to any teaching or learning facility in which students are outside of Australia and require staff and/or educational materials to cross national boundaries ¹ [refer to PIBT Transnational Education (TNE) Policy].

3.13. PIBT Academic Council: Academic governing body established to assure academic quality standards, advise on academic policy, teaching and learning plans, academic standards and academic outcomes. The Academic Council also endorses new Course curriculum and Major Course changes.

3.14. PIBT Board of Examiners: Internal committee responsible for implementation of PIBT’s Progress and Graduation Policy.

Course and Unit Review Policy

3.15. **PIBT/ECU Faculty Consultative Committee**: Discipline-specific committee that assures developments in Course design, academic outcomes, moderation, staff and student support in the delivery and assessment of Courses.

3.16. **PIBT Unit Coordinator**: is the nominated PIBT staff member who is responsible for all aspects of quality control for that unit onshore and offshore (as contracted).

3.17. **PIBT Teaching and Learning Committee**: Committee responsible for developing, improving and making recommendations relating to the Teaching and Learning Plan to the PIBT Academic Council. The committee monitors and recommends the Course content, assessment and delivery.

3.18. **TEQSA**: Tertiary Education Quality and Standards Agency is Australia's independent national regulator of the Higher Education sector

3.19. **Unit**: A discrete component of study (also called a module) within a Course.

3.20. **VET**: Vocational Education and Training.

### 4. Policy Principles

4.1. This policy (and its associated guidelines) provides a framework for ensuring that PIBT Course materials are high quality, up-to-date and consistent with appropriate VET and university-linked standards.

4.2. Revision of all Courses/Units maximizes the use of expertise from industry links, professional bodies and/or university-linked staff.

4.3. Revision of all Courses/Units will ensure equitable and ongoing assessment opportunities.

4.4. The policy supports *reasonable adjustment* to allow students with special needs to demonstrate equivalence of learning outcomes where possible.

4.5. This policy prescribes that any Course revision must meet PIBT’s compliance obligations under the ESOS Act in order to obtain CRICOS codes.

### 5. Policy Content

5.1. A proposal for a Major Change revision of any Course/Unit must be submitted in writing on the appropriate PIBT form and must provide all information requested at least one month prior a scheduled meeting of the Teaching and Learning Committee.

5.2. Responsibility for ongoing review and updates which form part of any Minor Change, is the responsibility of the PIBT Academic Director who will:

   5.2.1. Appoint a Unit Coordinator for each Unit offered by PIBT

   5.2.2. Ensure all lecturers delivering the Unit are provided with an up-to-date copy of Unit materials on an annual basis.

   5.2.3. Ensure all lecturers delivering the unit are provided with assessments on a trimester basis.
5.2.4. Liaise with the Partner Programs Director with respect to offshore staff having approvals re: adapting materials into a localized context.

5.2.5. Approve Minor Change (up to 20%) in the descriptions, assessments and/or teaching and learning processes.

5.3. 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.

5.4. The Teaching and Learning Committee will meet to discuss the proposal, seek further information (if required) and make a recommendation to approve, amend or reject the proposal.

5.5. Proposals approved by the Teaching and Learning Committee will be forwarded to the PIBT Academic Council for endorsement.

5.6. Once the proposal is endorsed by the PIBT Academic Council, arrangements will be made to:

5.6.1. Ensure accreditation by the appropriate regulatory authority (if applicable)

5.6.2. Advise admissions staff of any special entry requirements (English levels, academic pre-requisites, etc.)

5.6.3. Appoint and/or inform teaching staff to implement the changes

5.6.4. Instruct administrative staff of required changes (eg. Unit code, database adjustments, course planners, brochures, website, etc.) and once implemented, advise all other staff accordingly.

5.6.5. 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.

6. Course Review

6.1. All Courses will be formally reviewed prior to each re-accreditation of that Course or at least every five years, whichever period is shorter.

6.2. A Course review will examine the quality of the Course, currency of the content materials, validity and reliability of assessments and associated learning outcomes.

6.3. A Course review will include a review of the relevance and relationship of all the Units that form part of that Course structure.

6.4. A Course review will include consideration of the Graduate Attributes that associated with each unit and ensure that all Graduate Attributes are covered across the span of each Course.

6.5. PIBT Unit Coordinators will be invited to participate in discipline specific course reviews by their respective PIBT Course Coordinators who will arrange course review taskforce meetings. The course review template (table) will guide Coordinators in reviewing a course or unit.
Course and Unit Review Policy

6.6. In conducting a formal review, six months notice will be given to stakeholders. Where a Course review requires submission to a re-accrediting body, twelve months notice will be provided.

6.7. The Teaching and Learning Committee and Board of Examiners will report to the Academic Council any matter that is likely to impact on the quality outcomes of the Course and/or require the attention of the Academic Council.

7. Unit Review

7.1. All Units will be formally reviewed and aligned to the relevant AQF level, prior to each Course re-accreditation or at least every five years, whichever period is shorter.

7.2. All Units will be informally reviewed annually on the basis of any (or all) of the following factors:

7.2.1. Annual update of teaching materials provided by Edith Cowan University

7.2.2. Updated standards linked to professional bodies and/or industry practices

7.2.3. Update or change of textbook(s), software and other learning resources

7.2.4. Changes arising from stakeholder feedback (student satisfaction surveys, moderation reports, lecturer/peer feedback, offshore operations, etc.)

7.3. A Unit review will examine the quality of the Unit, currency of the content materials, validity and reliability of assessments and associated learning outcomes.

7.4. In conducting a formal review, six months notice will be given to stakeholders. Where a Unit review requires submission to a re-accrediting body, twelve months notice will be provided.

7.5. The Teaching and Learning Committee and Board of Examiners will report to the Academic Council any matter that is likely to impact on the quality outcomes of the Unit and/or require the attention of the Academic Council.

7.6. Unit moderation will be undertaken for every Unit and every lecturer at least annually in accordance with the PIBT Moderation Policy.

7.7. Student satisfaction surveys will be undertaken for every Unit and every lecturer at least annually in accordance with PIBT processes for student feedback.

7.8. Responsibility for ongoing review and update of the Unit Outline is the responsibility of the PIBT Academic Director who will:

7.8.1. Appoint a Unit Coordinator for each Unit offered by PIBT

7.8.2. Ensure all lecturers delivering the Unit have been provided with an up-to-date copy of Unit materials on an annual basis.

7.8.3. Ensure all lecturers delivering the unit have been provided with assessments on a trimester basis.

7.8.4. Liaise with the Partner Programs Director with respect to offshore staff having approvals re: adapting materials into a localized context.
7.8.5. Approve Minor Change (up to 20%) in the content, learning outcomes and/or teaching and learning processes

7.8.6. Present any proposal for Major Change (20% or more) in the descriptions, assessments and/or teaching and learning processes for approval by the Teaching and Learning Committee and Academic Council.

7.9. Approved amendments to Unit materials must be incorporated in the first trimester following approval, unless otherwise agreed with the PIBT Academic Director and PIBT Partner Programs Director. Offshore Colleges will not need to incorporate changes until after 30 November when the new course materials will be advised to them. In the event of a significant necessary change, the Offshore Colleges must be provided with at least one trimester notice of the change.

8. Course and Unit Approval Delegations

8.1 Authority to make academic decisions relating to Courses and Units is vested with the PIBT Board as delegated to the College Director by the Navitas Board.

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

8.3 Delegations:

<table>
<thead>
<tr>
<th>Proposed Amendment</th>
<th>Delegated Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction of new Course</td>
<td>PIBT Board</td>
</tr>
<tr>
<td>Introduction of new Unit (s)</td>
<td>PIBT Board</td>
</tr>
<tr>
<td>Major amendment to Course structure</td>
<td>PIBT Board</td>
</tr>
<tr>
<td>Major amendment to Unit structure</td>
<td>PIBT Academic Council</td>
</tr>
<tr>
<td>Minor amendment to Course structure</td>
<td>PIBT Teaching &amp; Learning Committee</td>
</tr>
<tr>
<td>Minor amendment to Unit structure</td>
<td>Academic Director</td>
</tr>
<tr>
<td>Introduction of new major to existing Course</td>
<td>PIBT Academic Council</td>
</tr>
<tr>
<td>Revision of code for existing Unit</td>
<td>Academic Director</td>
</tr>
<tr>
<td>Archiving old Course</td>
<td>PIBT College Director</td>
</tr>
</tbody>
</table>

9. Offshore Delivery

9.1. Where offshore delivery requires amendment to the content or delivery of Unit materials, such changes must be approved by the Partner Programs Director (in liaison with the Academic Director) to ensure equivalence of standards.

10. Organisational Scope

10.1. This policy will be made available to the public via the Policies and Procedures page of the PIBT website at: http://www.pibt.wa.edu.au/policies

10.2. This policy will be included in the Staff portal and communicated to new staff during staff induction.
Schedule 1

Guidelines for registration of Non Self-Accrediting (Higher Education) Institutions (NSAI) and the accreditation of their Course/s (relating to National Protocols A and B – MCEETYA 2007)

17.6 Academic governance and quality assurance (A5, B1)

Expected outcome: The institution has a focus on continuous improvement of its teaching and learning to provide quality outcomes for students and academic standards comparable with Australian universities.

17.6.1 The institution has academic governance arrangements, such as a properly constituted academic board and/or Course advisory committees, which provide the institution with access to expertise to ensure that standards are comparable with Australian universities.

17.6.2 The academic board and/or Course advisory committees consider and act on relevant data such as teaching evaluations, student feedback, student attrition, progress rates, grade distributions, Course completions and graduate satisfaction.

17.6.3 The academic governance arrangements provide for the development, dissemination and monitoring of academic policies related to academic standards.

17.6.4 The institution has effective mechanisms to collect regular, valid and reliable feedback from stakeholders, such as students, graduates, staff and employers of graduates, and effective mechanisms are in place to ensure that the feedback is acted upon to bring about improvements.

17.6.5 The institution has mechanisms for benchmarking its academic performance against other appropriate higher education institutions to identify and act upon areas requiring improvement.

17.6.6 The institution takes full responsibility for and ensures consistent standards for all Courses which lead to a qualification it awards, including through specific strategies to monitor Courses delivered offshore and those delivered through agents if relevant.

Source: Downloaded 5 August 2013: