

Policy Owner	Academic Director
Contact Officer:	Academic Director
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Approved by:	Senior Management Group (30/04/13); T&L Committee (19/07/13); Academic Council (02/08/13)
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Related Policies:	Assessment Policy Progress and Graduation Policy Recognition of Prior Learning (RPL) Policy
Related Documents:	Academic Governance Structure Course / Unit Proposal Form Course / Unit Reviewers Template Student satisfaction survey Teaching and Learning Plan Transnational Education (TNE) Policy

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 ECC.
- 1.2 This policy applies to all the existing Courses and/or Units across ECC.
- 1.3 ECC's Academic Governance practices are based on Guidelines set
- 1.4 This policy has been developed in line with requirements set out in the :
 - Australian Quality Framework (AQF)
 - Higher Education Standards Framework (HESF) 2015
 - VET Standards Registered Training Organisations (RTOs)
 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students
- 1.5 ECC is listed on the National Register as a Non-University Higher Education Provider (NUHEP) or as per any change in the regulatory nomenclature that supersedes this title.
- 1.6 ECC's established practices have been validated by Australian regulators in the VET and Higher Education sector.
- 1.7 ECC 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 ECC.

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 ECC's academic systems. It includes the ECC Academic Council, ECC Learning and Teaching Committee and the ECC 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. **ECC Course Coordinator:** ECC has appointed ongoing staff to act as Course Coordinators for each course offered by ECC.
- 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 boundaries¹ [refer to ECC Transnational Education (TNE) Policy].
- 3.13. **ECC 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. **ECC Board of Examiners:** Internal committee responsible for implementation of ECC's Progress and Graduation Policy.
- 3.15. **ECC Unit Coordinator:** is the nominated ECC staff member who is responsible for all aspects of quality control for that unit onshore and offshore (as contracted).
- 3.16. **ECC Teaching and Learning Committee:** Committee responsible for developing, improving and making recommendations relating to the Teaching and Learning Plan to the ECC Academic

¹ Knight, J. (2003). Updated internationalization definition. International Higher Education, 33, 2-3.

Council. The committee monitors and recommends the Course content, assessment and delivery.

- 3.17. **TEQSA:** Tertiary Education Quality and Standards Agency is Australia's independent national regulator of the Higher Education sector
- 3.18. **Unit:** A discrete component of study (also called a module) within a Course.
- 3.19. **VET:** Vocational Education and Training.

4. Policy Principles

- 4.1. This policy (and its associated guidelines) provides a framework for ensuring that ECC 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 ECC'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 ECC 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 ECC Academic Director who will:
 - 5.2.1. Appoint a Unit Coordinator for each Unit offered by ECC
 - 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 Learning and Teaching Committee and two reviewers will be appointed to evaluate the proposal and make recommendations to the Committee.

- 5.4. The Learning and Teaching 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 Learning and Teaching Committee will be forwarded to the ECC Academic Council for endorsement.
- 5.6. Once the proposal is endorsed by the ECC 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. ECC Unit Coordinators will be invited to participate in discipline specific course reviews by their respective ECC Course Coordinators who will arrange course review taskforce meetings. The course review template (table) will guide Coordinators in reviewing a course or unit.
- 6.6. In conducting a formal review, six month notice will be given to stakeholders. Where a Course review requires submission to a re-accrediting body, twelve month notice will be provided.
- 6.7. The Learning and Teaching 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 month notice will be given to stakeholders. Where a Unit review requires submission to a re-accrediting body, twelve month notice will be provided.
- 7.5. The Learning and Teaching 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 ECC Moderation Policy.
- 7.7. Student satisfaction surveys will be undertaken for every Unit and every lecturer at least annually in accordance with ECC processes for student feedback.
- 7.8. Responsibility for ongoing review and update of the Unit Outline is the responsibility of the ECC Academic Director who will:
 - 7.8.1. Appoint a Unit Coordinator for each Unit offered by ECC
 - 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 Learning and Teaching 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 ECC Academic Director and ECC 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 ECC Board as delegated to the College Director by the Navitas Board

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

8.3 Delegations:

Proposed Amendment	Delegated Authority
Introduction of new Course	ECC Board
Introduction of new Unit (s)	ECC Board
Major amendment to Course structure	ECC Board
Major amendment to Unit structure	ECC Academic Council
Minor amendment to Course structure	ECC Learning and Teaching Committee
Minor amendment to Unit structure	Academic Director
Introduction of new major to existing Course	ECC Academic Council
Revision of code for existing Unit	Academic Director
Archiving old Course	ECC College Director

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 ECC website at: <http://www.edithcowancollege.edu.au/policies>

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