



Course Monitoring and Review Policy

Policy Category	Academic
Policy Code	ACA-HE-28
Policy Owner	Principal
Responsible Officer	Principal
Approving authority	Academic Board
Contact Officer	Principal
Approval date	19 December 2019
Commencement date	20 December 2019
Review date	3 years – October 2021
Version	2019.1
Related Documents	Academic Continuous Improvement Policy Academic Continuous Improvement Procedure Academic Quality and Governance Framework AIH Glossary of Terms AIH Teaching and Learning Plan Course Design Policy Course Design Procedure Course Discontinuation Policy Course Discontinuation Procedure Course Monitoring and Review Procedure External Moderation and Benchmarking Policy External Moderation and Benchmarking Procedure Internal Assessment Moderation Policy and Procedure Intellectual Property Policy Policy Framework Quality Assurance Framework Resources Planning and Review Framework Scholarly Activity Policy Scholarly Activity Procedure Student Assessment Policy Student Assessment Procedure

1. Purpose

This Policy seeks to provide a framework for the monitoring and review of courses delivered by the Australian Institute of Higher Education Pty Ltd ('the Institute') to ensure the continuous quality, viability and relevance of its academic programs. The Course Monitoring and Review Policy is informed by the prevailing legislation and related AIH policies and procedures.

2. Principles

Key principles informing this Policy and the associated Procedure are that monitoring and reviews should be:

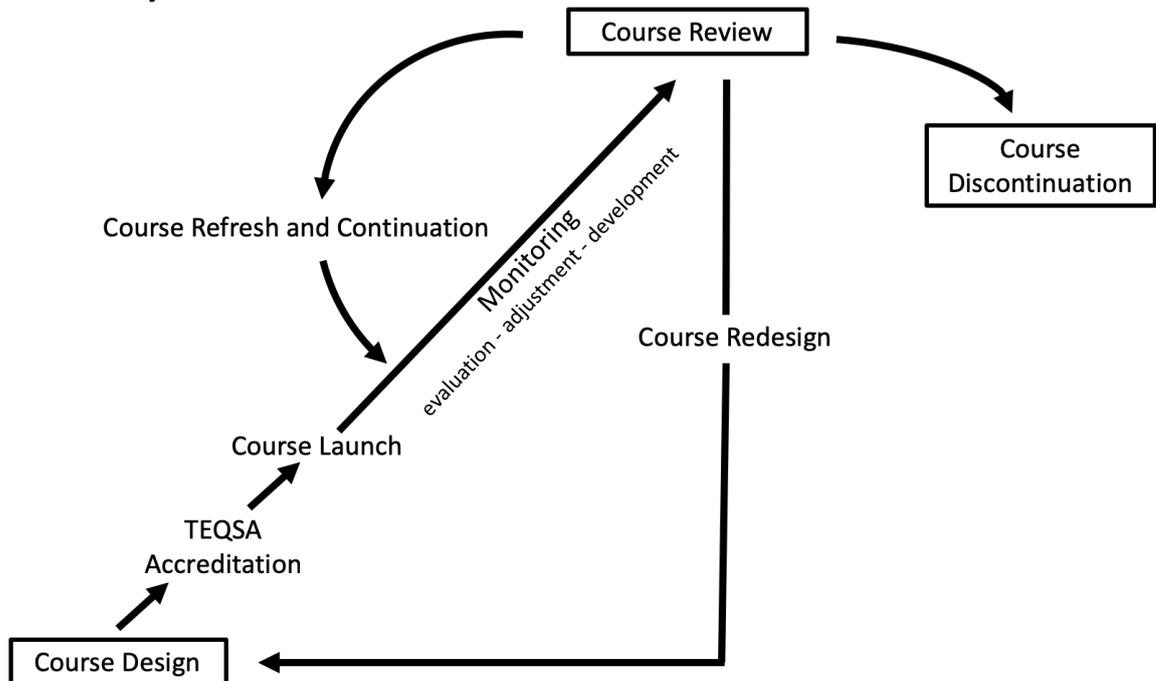
- Timely
- Evidence based
- Efficient (especially regarding staff time)
- Rigorous
- Transparent

- Objective

3. Context

Amongst other things, this Policy has been developed in order to establish the course life-cycle process. Course monitoring and review are the prime determinants of a course or unit life-cycle.

Course Life-Cycle



4. Scope

This Policy applies to all full-time and sessional academic staff and to all courses and their components offered by the Institute.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy details

6.1 Monitoring

Monitoring involves course performance evaluation. This is achieved through the continual observation and recording of course and unit progress and performance. This data is normally collected during each trimester to be collated and analysed before the start of the next trimester. The range of monitoring includes (but is not limited to):

- student progression, completion, and attrition;
- grade distribution;
- the quality, scope and adequacy of course and unit material;
- the appropriateness and flexibility of course and unit methods of delivery;
- analysis of significant trends drawn from student and teacher evaluation and feedback data.

6.2 Initiation of a Course Review

Courses will be reviewed:

- at the end of 3 years, or 12 months prior to the required date for re- accreditation of the course by TEQSA (whichever comes sooner); or
- as a result of monitoring that finds a course continues to underperform despite intervention at that level; or
- in response to significant concerns that have otherwise arisen about the pedagogic performance or academic integrity of the course; or
- at the behest of the Academic Dean following other quality assurance or performance concerns; or
- because there are concerns regarding the continuing commercial viability or industry sector suitability of the course; or
- the course no longer meets current or planned regulatory legislation or peak body standards.

In all cases, the authority to review shall be given by the Academic Dean.

Impoverished course performance and other concerns that initiate a Course Review are likely to be identified through AIH's monitoring process. All courses offered by the Institute are subject to ongoing monitoring and evaluation of course content. For further information, refer to the *AIH Quality Assurance Framework* and *AIH Academic Continuous Improvement Policy* and associated *Procedure*.

6.3 Course Review Levels

Three levels of course review intervention may be undertaken:

1. **Course level:** 'an accredited qualification with an approved sequence of units for academic study known as the course structure.' (*AIH Glossary of Terms, p3*)
2. **Unit level:** a discrete subject of learning and assessment within a course, undertaken usually during a single trimester concurrent with other units. The unit may be core, elective, or integrative and the successful completion of which by the student will contribute to their progress on a course. E.g. ACC2005 Management Accounting.
3. **Teaching, Learning and Assessment level:** the pedagogic components of a unit of study.

The levels of intervention are hierarchical and a review at a higher level will include reviews at the level(s) below. More, the two lower levels of intervention are evaluated continually through the monitoring process and therefore will be subject to review more frequently than the course level of intervention.

7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 5.3 (Monitoring, Review and Improvement), which specifies that:

- 'All accredited courses of study are subject to periodic (at least every seven years) comprehensive reviews that are overseen by peak academic governance processes and include external referencing or other benchmarking activities.
- A comprehensive review includes the design and content of each course of study, the expected learning outcomes, the methods for assessment of those outcomes, the extent of students' achievement of learning outcomes, and also takes account of emerging developments in the field of education, modes of delivery, the changing needs of students and identified risks to the quality of the course of study.
- Comprehensive reviews of courses of study are informed and supported by regular interim monitoring, of the quality of teaching and supervision of research students, student progress and the overall delivery of units within each course of study.

- Review and improvement activities include regular external referencing of the success of student cohorts against comparable courses of study, including:
 - analyses of progression rates, attrition rates, completion times and rates and, where applicable, comparing different locations of delivery, and
 - the assessment methods and grading of students' achievement of learning outcomes for selected units of study within courses of study.
- All students have opportunities to provide feedback on their educational experiences and student feedback informs institutional monitoring, review and improvement activities.
- All teachers and supervisors have opportunities to review feedback on their teaching and research supervision and are supported in enhancing these activities.
- The results of regular interim monitoring, comprehensive reviews, external referencing and student feedback are used to mitigate future risks to the quality of the education provided and to guide and evaluate improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support'.

In addition, this Policy and the associated Procedure comply with the Australian Qualifications Framework (AQF).

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at October 2018 and is reviewed every 3 years. The Policy is published and available on the Australia Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'About > Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2018.1	Dr Stephen Fox	New policy	3 October 2018	4 October 2018
2019.1	Principal	Updated titles to reflect org. chat	19 December 2019	20 December 2019