



## Course Review, Quality Assurance and Continuous Improvement Policy

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# Course Review, Quality Assurance and Continuous Improvement Policy

## Purpose

This Policy sets out how Lyons College will ensure the ongoing and continuing quality of higher education courses.

## Scope

This Policy applies to all Academic Staff, the Academic Board, the Learning and Teaching Committee, the Course Advisory Committee and all parties involved in the design, development or review of any higher education course of study at Lyons College.

## Policy

To ensure the ongoing and continuing quality of higher education courses at Lyons College, all higher education courses will undergo monitoring, review and quality assurance to enable continuous improvement. The review and monitoring results will be reported to the appropriate academic area, with the results informing changes and continuous improvement of the course.

### Comprehensive Review

Lyons College will undertake a comprehensive review of each higher education course at least every seven (7) years. In addition, it is expected that the comprehensive review must be conducted and finalised immediately prior to course reaccreditation with TEQSA. The comprehensive review will have the same level of detail and rigour as the initial course design and development process.

A comprehensive review must report on review the following:

- Whether the design and content of each higher education course is still relevant and appropriate
- Whether the expected learning outcomes are still relevant and appropriate
- Whether the methods for assessment of those outcomes are still relevant and appropriate
- The extent of students' achievement of learning outcomes impacting the quality and reputation of the course
- Whether emerging developments in the field of education will impact the course
- Whether the modes of delivery are still relevant and appropriate
- Whether the changing needs of students require changes to the course
- Any other identified risks to the quality of the course

A comprehensive review must be approved by the Academic Board. This is consistent with the course reaccreditation process, as the Academic Board will need to approve the application to reaccredit a course with TEQSA.

## **Mid Term Review**

**Where the course accreditation renewal with TEQSA is due before the 7 year period, Lyons College will conduct a min term review comprising of the following**

- Whether the structure and delivery of each higher education course and units are still relevant and appropriate
- Whether the expected learning outcomes are still relevant, appropriate and reviewed periodically
- Whether the methods for assessment of those outcomes are still relevant, appropriate and reviewed periodically
- The extent of students' achievement of learning outcomes impacting the quality and reputation of the course
- Whether emerging developments in the field of education will impact the course
- Whether the modes of delivery are still relevant, appropriate and reviewed periodically
- Whether the changing needs of students require changes to the course
- Any other identified risks to the quality of the course

A min term review must be approved by the Academic Board. This is consistent with the course reaccreditation process, as the Academic Board will need to approve the application to reaccredit a course with TEQSA.

## **Annual Review and Annual Report**

Lyons College will undertake an annual review of each higher education course. The annual review will focus on the previous 12 months of delivery for the course. The aim of this review is to report on the actual performance and will be based on validated data collected for the course

The areas that will be monitored and reported on include:

- Teaching and learning
- Scholarly activity of academic staff
- The quality of teaching and supervision students
- Student progress
- The overall delivery of units within each course of study

The annual review will require external benchmarking with analysis and recommendations being made on the following data:

- Student progression
- Student attrition

- Staff to student ratio
- Staff benefits ratio
- Completion times and rates
- Methods of assessment
- The grading of students' achievement of learning outcomes for selected units of study within courses of study (where the same or similar unit is being delivered by another higher education provider)

The annual review **and Annual Report** is to be conducted and prepared by the Learning and Teaching Committee and reported to the Academic Board.