



# Course Review Policy and Procedure

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## 1. Scope and Purpose

This policy and procedure provide a framework for the quality assurance of all higher education awards offered by Russo Business School.

This policy and procedure applies to all members of the Russo Business School's higher education community involved in the review of courses and subjects.

## 2. Definitions

**Benchmarking** is a learning process structured to enable those engaging in the process to compare their services/activities/products and thus identify their comparative strengths and weaknesses as a basis for self-improvement and/or self-regulation.

**Course Co-Ordinator** is an academic staff member appointed with responsibilities for the management of the curriculum and quality of teaching, learning and assessment for a Course.

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

**Major amendment** is a significant change to a course or subject that impacts on course and/or subject nomenclature and titling, course volume of learning, location of delivery, mode of delivery, course structure, admission criteria, English language requirements, articulation, credit allowances or a major change to a course or subject recommended as part of an internal review by Russo Business School or pursuant to the requirements of a professional accrediting body. Major amendments are approved by the Academic Board.

**Minor amendment** is a small change to a course or subject which does not impact the integrity of the course and/or subject but responds to industry change, stakeholder feedback or benchmarking. Such changes might include updates to content due to legislative change, recent events and/or industry practice or changes to assessment tasks in an effort to respond to student feedback or meet requirements as per the Assessment Moderation and Progress Policy and Procedure. Minor amendments are approved by the Learning and Teaching Committee.

**Subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#). A subject may form part of a course.

## 3. Policy Objectives

RBS is committed to conducting systematic reviews of course quality for all academic programs. The purpose of Course reviews is to:

- Ensure the academic quality of RBS courses are of the highest calibre possible;
- Assure the sustainability of RBS as an Institute of Higher Education;

- Meet the requirements under the Higher Education Standards Framework (Threshold Standards) 2021.

## 4. Implementation

Courses delivered by Russo Business School are to reviewed annually by the Learning and Teaching Committee. Courses will be externally reviewed at least every 7 years.

The Course Co-ordinator for the course will have the carriage of the annual course review process in conjunction with the course teaching team. Any proposals which emerge from this process to significantly amend or discontinue courses will be considered by Academic Board on the recommendation of the Learning and Teaching Committee.

The Chief Operating Officer in conjunction with the Executive Dean will co-ordinate the external review process.

## 5. Procedure

Courses are to be reviewed annually by the Learning and Teaching Committee.

### 5.1 Annual Course Review

The Course Co-ordinator for the course will have the carriage of the course review process in conjunction with the course teaching team.

The Course Co-ordinator will be responsible for the presentation of an annual course performance report to the Learning and Teaching Committee.

The annual Course Performance Report will address the following matters:

- A description of how a current and coherent body of discipline knowledge with course learning outcomes and a volume of learning that meet the requirements and specifications of the relevant level of the [Australian Qualifications Framework](#) is developed through the course;
- Commentary on how the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 are met
- An overview of the nature of the student cohort and their level of academic preparedness including the appropriateness of entry standards and English language proficiency requirements
- An overview of the appropriateness of the modes of delivery utilised
- Where appropriate, what work-integrated learning opportunities form part of the course
- Demonstrated market demand and need for the course
- The effectiveness of articulated pathways into, and through, qualifications
- An overview of the assessment design and how that design assures the learning outcomes for the course
- Recommendations for areas of improvement.

The annual Course Performance Report will have regard to the following data sources:

- Market demand
- Pass/fail rates for each subject
- Grade distributions for each subject
- Completion and attrition rates
- Graduate progression rates
- Cumulative grade point average of Russo Business School graduates into subsequent study
- Feedback from student surveys
- Internal moderation reports

i) External benchmarking outcomes

The Learning and Teaching Committee is to consider the Course Performance Report and approve or amend the recommendations for improvement. Major amendments to the Course are to be presented to the Academic Board for approval pursuant to the requirements of the Russo Business School *Course and Subject Design and Approval Policy and Procedures*.

If the Course Performance Report or the Learning and Teaching Committee reveals that the course should be disestablished, a Course Discontinuation Proposal will be developed and considered in accordance with the Course Discontinuation Policy and Procedure.

## 5.2 Subject Review

Subjects delivered by Russo Business School are to be reviewed and evaluated Learning and Teaching Committee on a regular cycle with at least one subject for each course being reviewed and evaluated at the end of each study period.

The Course Co-Ordinator is responsible, in conjunction with other teaching staff who teach the subject, for the presentation of a summary subject report to the Learning and Teaching Committee.

1. The subject report will address the following matters:

- a) Pass/fail rates for the subject
- b) Grade distributions for the subject
- c) Alignment of subject learning outcomes to the overall course learning outcomes
- d) Appropriateness of assessment tasks to assure learning
- e) Required modifications to the content and/or delivery modes
- f) Recommendations for amendment to the subject

2. The subject report will have regard to the following data sources:

- a) Pass/fail rates for the subject
- b) Grade distributions for the subject
- c) Completion and attrition rates
- d) Feedback from student surveys
- e) Internal moderation reports
- f) External benchmarking outcomes

The Learning and Teaching Committee is to consider the subject reports and approve or amend the recommendations for improvement to the subjects. If amendments to subjects result in major amendments to the course (e.g. a proposal to change or remove subjects from a course), they are to be presented to the Academic Board for approval pursuant to the requirements of the Course and Subject Design Policy and Procedure.

## 5.3 External Course Review

A comprehensive course review, undertaken by an external expert or panel of experts will occur at least every 7 years for the purposes of course renewal. The review will consider:

- Design and content of the Course
- Course Learning outcomes and alignment of Subject Learning Outcomes
- Methods of assessment and the extent to which these measure student's achievements of learning outcomes
- Alignment to Higher Education Threshold Standards and AQF level
- Overall student experience
- Overall subject satisfaction
- Emerging developments in the field of education, Industry linkages
- Graduate Outcomes

- Student attraction, retention, success, progression and completions
- Equivalence across modes of study

The recommendations of the external course review will be considered by Academic Board and reported to the Board of Directors.

#### 5.4 Benchmarking

The Course (and subject) procedures will be supported by regular benchmarking activities as outlined in the Benchmarking Policy and Procedures.

## 6. Related Documents

[Australian Qualifications Framework \(2<sup>nd</sup> ed, January 2013\)](#)

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

Higher Education Standards Framework (Threshold Standards) 20121

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)

Course and Subject Design and Approval Policy

Records Management Policy

Student Feedback and Evaluation Policy

Benchmarking Policy and Procedures

Course Discontinuation Policy and Procedure

## 7. Review

Three years from commencement.

## 8. Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's higher education community via the website and other publications.

Delegated Authority	Delegation
<b>Governance</b>	
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
<b>Executives</b>	
Chief Operating Officer	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
<b>Management</b>	
Course Co-ordinator	Relevant to Accountability Statement

#### Version Control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Kathleen Newcombe	Academic Board	9/10/14	9/10/15

2/2015	Dr. Elizabeth O'Brien, Executive Dean	Academic Board	23/11/15	23/11/16
3/2016	Dr. Elizabeth O'Brien, Executive Dean	Academic Board	7/10/2016	7/10/2017
4/2018	Dr Paul Greenfield Executive Dean	Academic Board	25/06/2018	25/06/2019
5/2022 (note name change – removal of Quality Assurance and Subject from title)	Diploma Program Manager	Academic Board	15/07/2022	15/07/2024