

Course and Subject Lifecycle: Review, Monitoring and Change Policy

1. Purpose and Scope

- 1.1 The purpose of the Course and Subject Lifecycle: Review Monitoring and Change Policy is to set out the principles and process for the review, monitoring and change of accredited higher education courses and subjects.
- 1.2 This policy applies to all courses and subjects at AIAT and to staff involved in course and subject review, monitoring and change processes.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 The Course and Subject Lifecycle: Review, Monitoring and Change Policy ensures that the approved higher education courses and subjects delivered by AIAT are reviewed and amended to:
 - 3.1.1 meet the changing expectations of various stakeholders including industry;
 - 3.1.2 reflect developments in the discipline area;
 - 3.1.3 reflect changing learning and teaching methodologies;
 - 3.1.4 meet the needs of changes in cohorts;
 - 3.1.5 deliver the appropriate skill and knowledge outcomes required to be work ready;
 - 3.1.6 meet any applicable professional body accreditation; and
 - 3.1.7 produce graduates who achieve the learning outcomes and the graduate attributes set by AIAT.
- 3.2 Course and subject reviews are consultative processes incorporating internal and external expertise from a range of stakeholders in terms of the scheduled review cycle and in response to significant change in the environment and context.
- 3.3 In monitoring, reviewing and changing higher education courses and subjects, AIAT adheres to its Learning and Teaching Policy as well as other relevant policies, including Assessment Policy. Benchmarking processes ensure it also adheres to the standards of other relevant peer higher education providers (national and international), professional bodies and peak industry associations where applicable.
- 3.4 The methodology for course and subject monitoring, review and change varies depending on the scale and scope of the review. Reviews may be internal only or part of TEQSA reaccreditation processes.

4. Policy Principles

- 4.1 Established subject and course comprehensive review cycles and the regular monitoring of courses and subjects provide an opportunity for reflection and evaluation of the delivery of subjects and courses, and the performance of students. This allows AIAT to fulfil its responsibilities for maintaining the standards of its awards and to meet the requirements of the Higher Education Standards Framework 2021 (HESF) and the Australian Qualifications Framework (AQF) level of outcomes.
- 4.2 Courses and subjects are monitored, reviewed and amended with rigorous academic governance and oversight. Subject and course review is consistent with AIAT's Governance Charter.
- 4.3 Continuation and review of courses and subjects must align with AIAT's strategic goals and direction including its vision and mission.
- 4.4 The review and change of the curriculum must engage with credible disciplinary expertise, students, employers, industry and, where relevant, professional bodies.
- 4.5 Course comprehensive reviews have a sound academic and business case which addresses key criteria of feasibility, viability, relevance and quality. The review should include, but not be limited to, information about the ongoing market opportunities and incorporate strategic consideration of course performance, market issues, viability, risk and resource implications.
- 4.6 The comprehensive review of an existing approved higher education course and subjects includes systematic processes of review to ensure relevancy and currency and governance approval.
- 4.7 Review of higher education courses and subjects may include reviews by external experts, monitoring the progress of the course against quality indicators, external benchmarking and national and internal comparators of course and subject learning outcomes.

5. Roles and responsibilities

- 5.1 The Board of Directors is responsible for approving substantial course changes.
- 5.2 The Academic Board is responsible for
 - 5.2.1 ensuring the effective implementation of course monitoring, review and change;
 - 5.2.2 approving course and subject review cycles and course and subject monitoring schedules;
 - 5.2.3 approving subject changes as per the Delegations Register;
 - 5.2.4 recommending course changes to the Board of Directors and overseeing implementation of approved recommendations;
 - 5.2.5 overseeing and recommending to the Board of Directors all aspects of the development and re-accreditation of courses and associated qualifications;
 - 5.2.6 approving external discipline experts; and

- 5.2.7 reviewing the following to make a final recommendation on approval, suspension or discontinuation:
- a. course review documentation;
 - b. reports and minutes from the Course Review Committee (via the Learning and Teaching Committee);
 - c. the review and recommendations from the external experts;
 - d. the consultation and rigour of course monitoring and review process; and
 - e. if appropriate, academic approval of course for submission to TEQSA for re-accreditation or notify them of suspension or discontinuation of the course.
- 5.3 The Learning and Teaching Committee is responsible for:
- 5.3.1 ensuring course reviews are undertaken by the Course Review Committee in accordance with Academic Board approved schedules and AIAT policy and procedure;
 - 5.3.2 review Course Review Committee recommendations on course and subject changes and make recommendations to the Academic Board;
 - 5.3.3 managing and ensuring regular review and monitoring of courses and subjects;
 - 5.3.4 approve minor changes to subjects in accordance with the Delegations Register.
- 5.4 The Course Review Committee is responsible for:
- 5.4.1 monitoring recent trends in the field of study, government policy changes likely to impact on curriculum issues, employer expectations and job opportunities for graduates, and any innovative practices in learning and teaching;
 - 5.4.2 reviewing course documentation to ensure that it meets standards of rigour and depth appropriate to the level of the award and that the rationale, aims and subject content are consistent with, and reflect best practice;
 - 5.4.3 seeking additional expert advice where necessary and ensuring courses and subjects are in line with regulatory and industry guidelines; and
 - 5.4.4 considering the existing quality assurance mechanisms to ensure that learning outcomes from courses are as expected, paying particular attention to assessment procedures and any benchmarking undertaken with other education providers.
- 5.5 Director, Learning and Teaching, Head of Institute or Course Directors are responsible for identifying opportunities for, and initiating, course reviews outside scheduled reviews.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Course and Subject Lifecycle: Review, Monitoring and Change Policy
Policy Reference No.	POL – 25
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference	HESF 2021: 3.1.2a, 3.1.2b, 3.1.2c, 5.3, 6.3.2c

Threshold Standards	
Related Documents	<p>AIAT Governance Charter</p> <p>Assessment Policy</p> <p>Course and Subject Lifecycle: Review, Monitoring and Change Procedure</p> <p>Assessment Policy</p> <p>Assessment Procedure</p> <p>Course and Subject Lifecycle: Proposal and Development Policy</p> <p>Course and Subject Lifecycle: Proposal and Development Procedure</p> <p>External Referencing and Benchmarking Policy</p> <p>External Referencing and Benchmarking Procedure</p> <p>Learning and Teaching Policy</p>
Related Legislation	<p>Commonwealth Education Services for Overseas Students Act 2000 (ESOS)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Charles Sturt University (2021) Course and Subject Policy</p>
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	POL - 25	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	September 2021		