

Quality Assurance and Enhancement Policy

1. Purpose and Scope

- 1.1 The Quality Assurance and Enhancement Policy defines the Quality Assurance Framework and continuous improvement cycle for AIAT. It should be read in conjunction with the Quality Assurance and Enhancement Procedure.
- 1.2 This policy applies to:
 - 1.2.1 all non-academic and academic staff of AIAT whether full-time or fractional, continuing, fixed-term, or casual (known as staff in this document); and
 - 1.2.2 members of the Board of Directors, Academic Board and respective committees (known as Board Members in this document).

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are included for clarity.

Functional unit – teams of employees who have similar skills and expertise. For example, marketing, sales, corporate services (finance, IT, HR admin, risk and quality management, board support), student services, academic operations, academic support and services.

Stakeholders - students, alumni, staff, industry and professions, employers and government.

3. Policy Statement

- 3.1 AIAT maintains a systematic approach to the quality assurance of all its activities to ensure that it
 - 3.1.1 complies with legislative and regulatory requirements;
 - 3.1.2 achieves its strategic objectives;
 - 3.1.3 meets the expectations of students, staff, industry partners and other stakeholders; and
 - 3.1.4 maintains and enhances excellence and good standing across all its activities.
- 3.2 Quality assurance at AIAT is developed and supported through policies, principles, attitudes and procedures that assure quality through a continuous improvement philosophy.
- 3.3 AIAT's quality environment is outlined in Appendix A.

4. Policy Principles

- 4.1 The Quality Assurance Framework incorporates, but is not limited to the following elements:

- 4.1.1 strategic and operational planning;
 - 4.1.2 review of Board of Directors and its sub-committees, Academic Board and its sub-committees, and functional units for quality improvement;
 - 4.1.3 accreditation and review of academic courses via the Course and Subject Lifecycle: Proposal and Development Policy and Course and Subject Lifecycle: Review, Monitoring and Change Policy;
 - 4.1.4 monitoring of performance through review of evidence;
 - 4.1.5 collection and review of feedback from staff, students and other stakeholders via the Student Complaints and Appeals Policy, Student Academic Misconduct Procedure, Student General Misconduct Procedure and Student Survey and Feedback Policy; and
 - 4.1.6 use of external reference points to benchmark success and areas for improvement via the External Referencing and Benchmarking Policy.
- 4.2 AIAT's continuous improvement cycle is divided into four stages:
- 4.2.1 Plan: formulation of plans, policy, processes, timelines and responsibilities for achieving outcomes intended to maintain or improve quality, including performance standards, measures, indicators, targets; and methods and frequency for performance monitoring and reporting;
 - 4.2.2 Implement and Monitor: implementation of the planned arrangements, including regular monitoring and reporting on progress / effectiveness / outcomes;
 - 4.2.3 Review: ongoing and summative review, based on evidence, of the extent to which planned arrangements are having / have had the desired effect in bringing about intended outcomes, including evaluation of the effectiveness and impact of the planned arrangements; and
 - 4.2.4 Improve: ongoing evidence-based identification of improvements and changes to be incorporated in new or reformulated plans, policy and processes in order to contribute to enhanced or improved outcomes.
- 4.3 Quality assurance is systematically integrated into all of AIAT's processes, including but not limited to, strategic and operational planning, admissions, teaching, assessment and student engagement.
- 4.4 Quality reviews are undertaken holistically, consider process compliance, and define appropriate outcome measures for such assessments.
- 4.5 Quality assurance and enhancement activities are evidence-based, efficient, rigorous, transparent and impartial.
- 4.6 Regular reviews of quality assurance activities are conducted by qualified staff not otherwise engaged in their delivery.
- 4.7 AIAT governance and management bodies take continuous quality improvement into consideration in their decision making.

- 4.8 Quality assurance activities undertaken by external bodies are used to enhance quality across AIAT (e.g. accreditation bodies).

5. Roles and responsibilities

- 5.1 All staff and Board Members are responsible for understanding this policy and procedure.
- 5.2 All staff are responsible for actively engaging in quality assurance, quality assessment and process improvement activities.
- 5.3 The Board of Directors is responsible for
- 5.3.1 ensuring that a quality assurance culture is adopted;
 - 5.3.2 ensuring that compliance with external responsibilities is an inherent part of quality assurance; and
 - 5.3.3 establishing and conducting a review process for itself and its committees and sub-committees.
- 5.4 The Academic Board is responsible for annual operational planning for Academic Board activities.
- 5.5 All functional units are responsible for
- 5.5.1 annual operational planning;
 - 5.5.2 undertaking reviews every 5 years.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Quality Assurance and Enhancement Policy
Policy Reference No.	POL – 14
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	Director, Quality Assurance and Risk Management
Governance Reference Threshold Standards	HESF 6.2.1b, 6.2.1.c, 6.2.1.f, 6.3.1.a, 6.3.2e, 6.3.2g
Related Documents	<p>Assessment Policy</p> <p>Course and Subject Lifecycle: Proposal and Development Policy</p> <p>Course and Subject Lifecycle: Review, Monitoring and Change Policy</p> <p>Course and Subject Lifecycle: Review, Monitoring and Change Procedure</p> <p>External Referencing and Benchmarking Policy</p> <p>Quality Assurance and Enhancement Procedure</p> <p>Staff Performance Policy</p> <p>Student Academic Misconduct Procedure</p> <p>Student Complaints and Appeals Policy</p>

	Student General Misconduct Procedure Student Survey and Feedback Policy
Related Legislation	Australian Qualifications Framework Higher Education Standards Framework (Threshold Standards) 2021 (HESF) Tertiary Education Quality and Standards Agency Act 2011
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Griffith University (2021) Framework for Quality Assurance Macquarie University (unknown) Quality Assurance Framework Policy, <i>retrieved 5 Oct 2021</i> UCD Dublin (2018) Quality Assurance and Quality Enhancement Policy University of Tasmania (2020) Quality Assurance Policy
Date of approval	2 December 2021
Review date	December 2024
Policy Category	Governance

6. Document Version Control

Document No	POL - 14	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	28/3/2022	Added definitions and synced with Governance Charter; updated policy number; removed incorrect policies and legislation
Created Date	Dec 2021		

Appendix A - AIAT Quality Environment

