

Course Review and Cancellation policy



Policy Purpose

The purpose of this policy is to provide a framework for all Q Academy courses and variations of delivery are reviewed to ensure that they are academically sound; in accordance with industry standards, of a high quality, financially viable and to determine which, if any, courses or variations of delivery should be cancelled or modified.

Policy Scope

This policy applies to all Q Academy courses in all campuses and teaching sites. All courses and delivery methods.

Policy content

Q Academy is committed to the systematic review of all courses and delivery methods to ensure that every course offered meets an industry need, the curriculum is current, the structure and delivery is efficient and effective in achieving the required learning outcomes, and that the student receives a high quality learning experience.

Course reviews have specific goals and objectives:

Quality: that the curriculum design is clear, appropriate and developmental in its learning outcomes; is an engaging learning experience for students; that the assessment system is clearly linked to course outcomes; that there is continual enhancement and efficient management of course resources.

Relevance: the graduates employment outcomes confirm that the course is meeting industry expectations and the graduate needs no further training to be successfully employable.

Viability: that the course is cost effective and sustainable.

Course reviews must incorporate student feedback and satisfy professional accreditation requirements. This includes feedback and acceptance criteria from industry associations and regulatory bodies.

Procedure for implementation

Course reviews are conducted by the Academic Committee either to a predetermined schedule or in response to feedback from stakeholders. The Head of the Academic Committee will develop a Course Review Schedule in consultation with head of campuses and student administration services.

Course Review

The Academic Committee will systematically review a course and the review is conducted with input from all stakeholders at the college level. The Head of the Academic Committee is responsible for gathering relevant information and documentation for the review and a Course Review Report is presented detailing the finding of the course review.

The key information and indicators used will be related measures and targets regarding student profile, demand for the course, and the quality of teaching and learning. The major focus of a review is to analyse course performance and identify initiatives for enhancing the teaching and learning quality, resources and market responsiveness.

Publication

These procedures are to be available on Q Academy's intranet site published for existing staff and new staff to have up to date and accurate information publicly available to them.

Course Cancellation

The Head of the Academic Committee (or delegated nominee) will recommend a course cancellation in consultation with the Director. The Head of the Academic Committee (or delegated nominee) will develop a Teach-Out Plan and present it for approval. If the proposed Teach-Out Plan is approved then the Head of Campuses (or delegated nominee) will notify the relevant students.

Record Management

Records of all Course Review Reports and Committee Meeting documents handled under this procedure are required to be centrally located and maintained for a period of at least five years for auditing and course re- accreditation purposes

Policy Developed By: Academic Director

Policy Endorsed By: Academic Committee