

Quality Assurance of Programs Policy (GC)



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ABN 38 076 195 027

Document

Document Name	Quality Assurance of Programs Policy (GC)
Brief Description	This Policy is designed to ensure the quality of Griffith College programs by developing an internal quality assurance process which critically evaluates both inputs and outcomes relating to each program.
Responsibility	Academic Director
Initial Issue Date	17/07/2008
Authorising Body	Academic Board

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
27.02.2023	7	Clarity of comprehensive program review process	Academic Director

Related Documents

Name	Location
New Program Development	Policy HUB
Program Change Policy	Policy HUB
Program Approval and Review of Policy	Policy HUB
Program Advisory Committee	Policy HUB

Contents

1	Purpose and Scope	3
1.1	Introduction	3
1.2	Purpose	3
1.3	Scope	3
2	Policy Statement	3
2.1	Internal Process	3
2.1.1	New Program Development	3
2.1.2	Ongoing Program Review and Improvement	3
2.1.3	Program Revisions	4
2.1.4	Curriculum quality assurance	4
2.2	External program review	4
2.2.1	Griffith University moderation processes	4
2.2.2	Annual Reporting to Tertiary Education Quality and Standards Agency (TEQSA)	5
2.2.3	5 - 7 yearly Program Re-accreditation by TEQSA	5
3	Responsibilities	5
4	Compliance	5
4.1	General	5
4.2	Relevant Legislation	6
4.3	Review	6
4.4	Records Management	6

1 Purpose and Scope

1.1 Introduction

This Quality Assurance of Programs Policy sets out the approach of Griffith College relating to the assurance of quality of the programs offered at Griffith College.

1.2 Purpose

The purpose of this Policy is to ensure the quality of Griffith College's program through the development of an internal quality assurance process. This process critically evaluates both inputs and outcomes relating to each program and the results inform continuous improvement, with monitoring and input from relevant committees within the governance structure.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's [New Program Development Policy](#), [Program Change Policy](#), [Program Approval and Review Policy](#) and [Program Advisory Committee Terms of Reference](#).

2 Policy Statement

To ensure the quality of its programs, Griffith College has developed an internal quality assurance process which critically evaluates both inputs and outcomes relating to each program. Results inform continuous improvement, with monitoring and input from relevant committees within the governance structure.

Additionally, as a non-self-accrediting institution, Griffith College is subject to quality assurance processes undertaken by government regulatory authorities which include an external review of each higher education award every 5 - 7 years.

2.1 Internal Process

2.1.1 New Program Development

[New Program Development Policy](#) is undertaken with input from a range of internal and external stakeholders, using curriculum which draws heavily on first year courses within Griffith University programs.

The process engages Griffith College, university, industry and professional bodies to ensure a coherent body of discipline knowledge with relevant industry outcomes and seamless articulation to further degree studies.

Program Proposals are approved in line with the Program Approval and Review Policy and involve College governance structures, Griffith University and industry representatives.

External Independent Assessment is engaged prior to seeking final approval of accreditation.

2.1.2 Ongoing Program Review and Improvement

Program review is an ongoing process, monitored by Program Advisory Committee, and Academic Board, which includes consideration of a range of performance indicators, including:

- market demand,
- grade distributions,
- completion / attrition rates,
- graduate progression rates,
- cumulative Grade Point Average of Griffith College graduates in further studies, and
- student and graduate surveys.

External benchmarks are used wherever possible to measure results collected, including:

- pass rates and retention rates in like programs/disciplines at other Navitas Colleges;
- student and graduate satisfaction rates in other Navitas Colleges;
- Grade Point Average of non-Griffith College graduates in like degrees at Griffith University;
- QILT, Quality Indicators of Learning and Teaching surveys.

Data then forms the basis of Program Performance Reports considered by Program Advisory Committees (detailed report for each program) and Academic Board (overview of all programs). Membership of both includes internal, university, professional body and industry representatives.

The Report also contains suggested revisions informed by performance indicators, student and staff feedback as well as Griffith University revisions to relevant programs, resulting from the University's ongoing quality assurance process for its degrees.

2.1.3 Comprehensive Review of Programs

As informed by the Griffith University Program Review outcomes, Griffith College will undertake a comprehensive review of programs prior to seeking renewal of accreditation. Continuous improvement of Griffith University program structures and curriculum feeds into the ongoing review and improvement of Griffith College programs and curriculum.

A review will consider multiple factors and involve external discipline expertise.

Recommendations following a comprehensive review will be considered by the relevant Program Advisory Committee and Academic Board.

Approval processes involve College governance structures, industry representatives, Griffith University and the regulatory authorities. Discussions and outcomes are tracked and reported back through the College governance structure.

2.1.4 Curriculum quality assurance

Curriculum is drawn almost exclusively from Griffith University undergraduate degree programs. Adaptions may be made to curriculum, in consultation with Griffith University Course Convenors, to better suit the nature of the Griffith College cohort. Such adaptations are approved through the moderation process undertaken by Griffith University

The College utilises a Formal Review of Course (FROC), Tier 1 and Formal Review of Course (FROC), Tier 2 procedure (Tier 1 and Tier 2 reviews indicate escalating review types depending on issues identified in courses). The procedure is triggered by anomalous pass/fail rates, assessment committee noting's, evaluation of courses feedback worthy of review. Tier 1 comprises internal academic staff relevant to the course/s under review facilitated by the Program Convenor. Tier 2 comprises internal and external academic staff relevant to the course/s under review facilitated by the Program Convenor.

The Learning and Teaching Committee monitors course reviews, and recommendations from the Formal Review of Courses are reported to the relevant [Program Advisory Committee](#) for actions and recommendations to the Academic Board.

2.2 External quality assurance

2.2.1 Griffith University moderation processes

Griffith University undertakes a moderation process of College course outlines, final examination papers, marking schemes, end-of-Trimester grade distributions and exam scripts. The process also involves Griffith University representation at the Griffith College / Griffith University Assessment Committee, for approval of final grades prior to release.

This ongoing monitoring process ensures continuous improvement and benchmarking of Griffith College programs and courses.

2.2.2 5 - 7 yearly Program Re-accreditation

This process involves a detailed submission which evidences compliance in accordance with the Higher Education Standards Framework (2021) specifically related to Institutional Quality Assurance.

The process involves consideration of the submission by independent external experts, and scrutiny by the Governing Body.

3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC/ L&T	DMA	All
Maintain currency of policy	A		S	A						I
New Program Development	A	C	S	R		C			C	I
Approval of new program	A	C	S	R		C	R	C	C	I
Program Review and Improvement (ongoing and comprehensive)	A		S	A		C/R	R			I
Curriculum quality assurance including FROC				A		R		C		I
Moderation / Benchmarking Processes	A			S	S	R		C		I
External Assessment (new / existing programs)	A		C/S	R		S	I/C	I/C		I
<p>CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC/L&T = Program Advisory Committee/ Learning & Teaching Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>										

4 Compliance

4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from College staff.

4.2 Relevant Legislation

Higher Education Standards Framework (2021)

Australian Qualifications Framework

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive