

POLICY TITLE: Course Quality Control & Review (VET)

Purpose

This policy describes the policy and procedures to which all staff must adhere to ensure the integrity and quality of the courses and the procedures for ensuring regular course review in Photography Studies College (Melbourne)'s vocational education courses.

Policy

Photography Studies College (Melbourne) is committed to a program of quality control and regular review and improvement in the content, delivery and assessment of all its courses.

Policy Statement

Photography Studies College (Melbourne) is committed to providing students with a quality, transformational learning experience and professional advanced diploma through their engagement with their studies. As part of that commitment the College has developed this policy to outline the development, accreditation and review of its vocational education courses.

This policy is designed to ensure the College's courses:

- Advance the College's mission and strategic goals;
- Are consistent with the College's Strategic Plan;
- Are supported by resources, consistent with industry standards, that facilitate the offering of quality learning experiences and educational outcomes;
- Are delivered by trainers and assessors with the required competencies and current industry skills;
- Meet the needs of clients and deliver services to meet these needs
- Produce graduates who are equipped with knowledge and skills which will specifically contribute to the wider community and society in general and which meet the skills needs of the photography industry:
- Are planned with advice from internal and external experts;
- Are aligned to the needs of industry
- Take account of current best practice

Procedures

The procedures for Course Quality Control and Review are divided into eight key categories as follows:

1. Process and procedures for ensuring the adequate management and delivery of teaching

- 1.1 Photography Studies College (Melbourne) will continually evaluate the delivery of its courses to ensure that the specified outcomes of the courses are being achieved.

- 1.2 Evaluations will be conducted at the completion of each subject in the course, and these evaluations will be used to ensure that the teaching is effective and remains relevant to the needs of the students.
- 1.3 Teaching procedures and materials will be reviewed and adjusted in order to ensure a continuous improvement approach to training and assessment standards and student requirements and/or recommendations.
- 1.4 Photography Studies College (Melbourne) will encourage and support the professional development of all teaching staff. This development will be in accordance with the guidelines in the *Professional Development Policy*.
- 1.5 Photography Studies College (Melbourne) will foster an environment of industry consultation and responsiveness and ensure this underpins all approaches in relation to Course Quality Control and Review.
- 1.6 Photography Studies College (Melbourne) will ensure that procedural materials and/or manuals in relation to Course Control and Review are disseminated throughout the organisation and that the procedures are applied consistently across the organisation.

2. Process and procedures for ensuring the quality control of assessment, moderation and validation of student outcomes

- 2.1 The policy and procedures for ensuring the quality control of assessment of all subjects is described in the *Assessment Policy* and the *Plagiarism Policy*.
- 2.2 Regular assessment moderation and validation sessions are held at the end of each semester to ensure that training and assessment models used are appropriate and adequate.
- 2.3 Teaching staff will at all times ensure the integrity of assessment, and utilise methods of assessment that uphold this integrity.

3. Course Record Keeping

- 3.1 The policy and procedures for ensuring quality control of all records relating to courses and subjects delivered by teaching staff and undertaken by students is described in the *Records Management Policy* and other related records management policies.
- 3.2 Photography Studies College (Melbourne) will be responsible for issuing the appropriate qualification when participants have completed all relevant units that are required for the issue of a particular qualification. The policy and procedures for ensuring quality control of such issuance is described in the *Assessment Policy* and the *Course Completion and Graduation Policy*.
- 3.3 Records of qualifications granted and subjects completed/not completed will be stored for a period of thirty years.

4. Course Review & Feedback

- 4.1 Photography Studies College (Melbourne) courses will be reviewed at least annually.
- 4.2 The Course Advisory Committee, in liaison with the Academic Board where necessary, will determine the parameters for each of the Course Reviews. The Course Advisory Committee has determined the course review cycle at Appendix A
- 4.3 All student feedback, as well as teacher feedback and feedback from any photographic industry associations must be included in every Course Review process.
- 4.4 The Director, Communications and Students and the Leadership Group will ensure the integrity of the Course Review and Feedback process and report to the Course Advisory Committee.

5. Unit Evaluations and Feedback

- 5.1 Student evaluations will be completed and collected following the completion of every unit.
- 5.2 Students will be provided with feedback on the outcome of unit evaluations.
- 5.3 All student feedback, as well as teacher feedback will inform the review of unit learner guides / session outlines or delivery strategies.
- 5.4 Unit learners guides will be reviewed and renewed throughout the course life cycle by the relevant teaching team and then at the conclusion of each completed cohort (3 yearly) by the Leadership Group.
- 5.5 Any recommended changes to unit learners guides and/or session outlines arising from the unit reviews, must be approved by the Leadership Group.

6. Continuous Improvement

- 6.1 Photography Studies College (Melbourne) considers all experiences an opportunity for staff and students to learn, reflect and improve. Data analysis and evaluation plays a key role in Photography Studies College (Melbourne)'s continuous improvement and all stakeholders are encouraged to participate in continuous improvement processes.
- 6.2 Photography Studies College (Melbourne) maintains a Continuous Improvement Action List which records and monitors Photography Studies College (Melbourne)'s continuous improvement plans, implementations and achievements.

7. Course content and Outcomes

- 7.1 If as a result of course review and feedback, unit evaluations and feedback and continuous improvement, changes to course content and outcomes are identified and recommended, the Leadership Group in consultation with the Course Advisory Committee will determine whether the changes necessitate notification to ASQA of significant change as per the Standards for VET Accredited Courses 2012
- 7.2 The Leadership Group will determine and monitor the procedures for recording and implementing changes to course content, design and/or outcomes.
- 7.3 The Course Advisory Committee will oversight and monitor the procedures for version control of any courses under its purview.

8. Benchmarking

- 8.1 Photography Studies College (Melbourne) maintains a Course Benchmarking Register and will develop relationships with other institutions in order to ensure ongoing comparability with vocational and higher education course offerings in the same discipline area.
- 8.2 The *Assessment Policy* details how benchmarking by external institutions will be utilised to assist in assessment moderation and validation. Under the criteria set by this policy, Photography Studies College (Melbourne) may invite a teacher / assessor from one of the courses listed in the Course Benchmarking Register to participate in Assessment Moderation. This is done in one of the following ways:
 - Participation in end of semester visual and/or written assessments
 - Review of a sample of assessments across each grading level for a particular unit or group of units and from each year level.

The findings of this process are reviewed by the Leadership Group who provide feedback to the teachers, and recommends improvements to their assessment procedures as required.

Findings are also fed back into the Leadership Group's Continuous Improvement Cycle.

- 8.3 This will also enable criteria to be set against which to evaluate pass/fail rates; retention rates and graduation rates.
- 8.4 The Photography Studies College (Melbourne) Course Advisory Committee may also establish protocols and mechanisms for benchmarking key course indicators against courses listed on the Course Benchmarking Register.

9 STRATEGIC COURSE REVIEW CYCLE

Photography Studies College (Melbourne)'s vocational education courses will be reviewed regarding their strategic value and sustainability every three years by the Board on advice from the Finance Committee.

9.1 The Board will initiate a strategic review of the vocational education course and identify the data for consideration in the review meeting. The Board will liaise with the Leadership Group and its committees – Course Advisory Committee, Regulatory Risk and Compliance Committee, regarding their particular role in the review process to be undertaken.

9.2 All feedback should be distributed to all review team members prior to the course review. This feedback must include industry feedback.

When reviewing a course for Photography Studies College (PSC) the following must be considered:

1. Is there a continuing need for the course?
2. Who are the key stakeholders?
3. What is the proposed target group?
4. Is the course part of a Training Package or is it to be an accredited course? If Training Package qualification, have any changes been made to the requirements.
5. What topics are included in the course? Are they still relevant?
6. What flexibility is/can be included in the course (streams, electives, etc.)
7. What are the entry level requirements (background knowledge and skills, language, literacy, numeracy)? Are they appropriate?
8. How will the topics be presented?
9. What skills will be developed during the course?
10. How will the skill development be assessed?
11. How will the course be evaluated?
12. Have the requirements of the Training Package/Accredited course been met? What changes need to be made to ensure requirements met in future?
13. Who will provide the feedback for the next review and how will it be collected?
14. How will the feedback be fed back into the following course review?

The Review report will be provided to the Leadership Group for their consideration and any further advice to the Board and will involve consultation with the Course Advisory Committee and the Regulatory Risk and Compliance Committee.

9.3 Additional information that might be considered in Board deliberations include:

- Enrolments and completions
- Popularity polls and performance in VTAC preferences

- Distribution of Student Fee Types
- Contribution of the course to the College strategic direction
- Adequacy of relevant resources

9.4 The outcome of the strategic course review, as determined by the Board may be:

- No change;
- Major, minor or substantial revision;
- Suspension or closure

In the event of either of the first two outcomes, changes are to be processed via the Leadership Group and Course Advisory Committee. Where the outcome is a recommendation for suspension or closure, the Leadership Group, following consideration by the Finance Committee, will make a recommendation to the Board.

Responsibility

Board of Photography Holdings Pty. Ltd.
 Course Advisory Committee
 Leadership Group
 Director Communications and Students
 Teaching staff

Definitions

Nil

Related Documentation

Policies

Professional Development
 Assessment
 Plagiarism
 Records Management
 Course Completion and Graduation

Procedures Forms & Documents

Course Advisory Committee Terms of Reference
 Evaluation Forms
 PSC Continuous Improvement Register
 Standards for VET Accredited Courses 2012, VAC 8
 Standards for Registered Training Organisations (RTO's) 2015
 Course curriculum
 Learner Guide
 Session Outlines

Publishing Details

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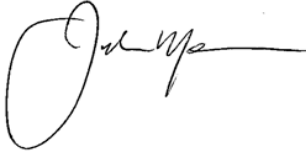
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Julie Moss - Managing Director

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APPENDIX A:

Course Review Cycle

There are three levels in the Course Review Cycle for the vocational education course of Photography Studies College (Melbourne):

- Unit Evaluation and Review
- Internal Annual Course Review
- Five yearly External Course Review

1. Unit Evaluation and Review

1.1 Every unit that is delivered in the course is evaluated upon its conclusion. Students are given the opportunity and are encouraged to complete a unit evaluation. Students will provide feedback on: learning outcomes, unit content, unit delivery and resources and their assessment experiences. The College will endeavor to provide the students with feedback on the completed unit evaluations at the conclusion of the unit.

1.2 The Director Communications and Students will collate the data and produce a report for the Leadership Group.

- 1.3 The Academic Director will ensure that regular assessment moderation and validation sessions are conducted at the conclusion of each subject to ensure that teaching and learning models used are appropriate and adequate as outlined in the Photography Studies College (Melbourne) Assessment Policy and Plagiarism Policy.
 - 1.4 The Academic Director will collate the data produced as a result of these moderation and validation sessions and produce a report to the Leadership Group.
 - 1.5 Student Unit evaluation data and assessment moderation & validation data will be reviewed and evaluated by the Director of Communications and Students and the Academic Director;
 - 1.6 The Leadership Group will provide feedback at Teaching Staff Year Level meetings. Possible changes to the unit/s will be considered. The relevant Convenor will discuss any matters concerning teacher performance one on one and report this to the Leadership Group.
 - 1.7 Unit Evaluations and Assessment moderation and validation outcomes are reported to the Course Advisory Committee annually. Unit evaluations and/or assessment moderation and validation may result in changes to Unit Learner Guides, which must be approved by the Leadership Group.
2. Internal Annual Course Review
- 2.1 Photography Studies College (Melbourne) courses are reviewed as a whole and at a unit level annually.
 - 2.2 The performance indicators considered in the review include:
 - Teaching and Learning:
 - Adherence to Training and Assessment Strategy
 - student feedback on units and quality of teaching and assessment
 - course enrolments and completions
 - retention, progression, success rates
 - teacher feedback on course / units
 - grievance / complaints
 - Benchmarking:
 - external recognition
 - external stakeholder feedback
 - Physical and electronic resources and infrastructure:
 - student learning resources
 - OH&S
 - adequacy of equipment

- Management and Human Resources: Staffing - ratios and skills, vocational competencies and industry currency.
- 2.3 The Leadership Group will conduct the internal review and provide a formal report to the Course Advisory Committee.
 - 2.4 The Course Advisory Committee will review the findings and provide a minuted report of findings and recommendations to the Board.
3. External Course Review
 - 3.1 Courses are required to be re-accredited every five years by ASQA in accordance with ASQA policies and procedures.
 - 3.2 The Course Advisory Committee is the body responsible for overseeing the process of review and re-write of courses.
 - 3.2 Administration support will be provided to the Course Advisory Committee to coordinate and collect data from the relevant sources of the college and external industry stakeholders to undertake this process.
 - 3.3 The Course Advisory Committee will liaise with the Leadership Group for review and will make recommendations on the Teaching and Assessment, Facilities, Strategic fit and Industry relevance of any courses prepared for reaccreditation.
4. Continuous Improvement Process
 - 4.1 The Leadership Group maintains a Continuous Improvement Action List, which records and monitors the college's continuous improvement plans, implementations and achievements. The Leadership Group will record and maintain findings from the Course Review cycle in the Continuous Improvement Action List.

PSC Continuous Improvement Cycle

