



**EXCELSIA  
COLLEGE**  
— Sydney —

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document Number**

POL-COU-01

### **Document Name**

COURSE REVIEW AND RENEWAL OF ACCREDITATION POLICY AND PROCEDURE

### **Document Status**

Owner	Chief Academic Officer	March 2016
Approving Authority	Board of Directors	May 2016
Publication	Version 9	July 2020
Review Date	Review of Version 9	July 2023

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## 1 Policy Statement

The Course Review and Renewal of Accreditation Policy and Procedure assures courses are of high academic quality by satisfying the requirements of the Higher Education Standards Framework (Threshold Standards) and Australian Qualifications Framework, particularly in relation to continuous improvement of teaching, learning, scholarship and research activity.

Course monitoring and review are also conducted in accordance with the College governance framework, policy framework and strategic directions.

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## 2 Scope

This policy and procedure applies to Schools, the Chief Academic Officer, Quality Department, and governing bodies responsible for course review and renewal of accreditation.

### Course Reviews

The scope of a review will typically include the following elements:

- Mission alignment
  - Course performance in relation to the *Strategic Plan, Learning and Teaching Plan, Research Plan*, and other relevant plans
  - Overall quality of the course and its ongoing viability
  - Quality of significant course components including course design, content, delivery, learning outcomes, assessment, and student data
  - Ongoing delivery, taking account of resourcing, developments in the field of education, community expectations, and feedback from internal and external stakeholders
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## 3 Responsibility

The following are responsible for . . .

### Board of Directors:

- Approving courses for accreditation by TEQSA and Professional Accrediting Authorities
- Renewing course accreditation in a field of education where the College has 'Self-Accrediting Authority'

### Academic Board:

- Liaising with Learning and Teaching Committee regarding course review
- Liaising with Management Committee regarding course review
- Recommending renewal of course accreditation to Board of Directors

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**Management Committee:**

- Liaising with Academic Board regarding course review, particularly financial and operational matters, including staffing

**Learning and Teaching Committee:**

- Advising School of improvements to courses
- Supporting School during the review process

**Chief Academic Officer:**

- Overseeing the review and renewal of course accreditation process through collaboration with the School, Quality Department, Learning and Teaching Committee, Academic Board, Management Committee, and Board of Directors.

**School:**

- Consulting Quality Department regarding application for renewal of course accreditation
- Consulting Course Advisory Committee for minor and major reviews
- Consulting external academics and industry experts for a major review
- Consulting Academic Board and Management Committee regarding aspects of course review
- Preparing course documentation and application for submission to Academic Board in consultation with the Chief Academic Officer and Quality Department
- Submitting application for renewal of course accreditation to Professional Accrediting Authority

**Course Advisory Committee:**

- Advising School regarding course design, development of content, and review of content

**Quality Department:**

- Notifying Board of Directors, Academic Board and Management Committee of annual reviews
- Advising appropriate governing bodies regarding the requirements of the Higher Education Standards Framework and relevant legislation, regarding renewal of course accreditation
- Liaising with School regarding application for renewal of course accreditation
- Advising School of best practice regarding course review
- Reviewing application for renewal of course accreditation in consultation with Chief Academic Officer and submitting it to Academic Board
- Submitting application for renewal of accreditation to TEQSA, where College does not have SAA

Operational responsibility for course review and renewal of accreditation resides with the Chief Academic Officer who reports to Academic Board. The Chief Academic Officer is supported and advised by the Learning and Teaching Committee, Course Advisory Committee, and Quality Department.

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## 4 Definitions

For the purpose of this Policy, the following definitions apply:

- *Course* refers to an academic program leading to the award of an AQF qualification
- *Review* refers to course reviews, including reviews of significant course components or academic offerings.
- *Monitoring* refers to ongoing monitoring of courses including significant course components or academic offerings.
- *Evaluation* refers to student evaluation of their learning experiences in course units; and evaluation of all course elements by the relevant School
- *Scope* refers to the parameters of a review and may include course design, content, delivery, learning outcomes, assessment, student data, developments in the field of education, risk management, financial viability, and other elements to be determined by the Chief Academic Officer in consultation with the School and Quality Department
- A *Minor Review* has a narrower scope. It requires input from a Course Advisory Committee and members of the Management Committee as required. It is conducted during the second year of the course delivery cycle
- A *Major Review* is comprehensive in nature. It the Major Review requires input from a Course Advisory Committee, external experts and members of the Management Committee as required. It is conducted during the fifth year of the course delivery cycle

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## 5 Principles

Ongoing monitoring, review and continuous improvement of all accredited courses are:

- overseen by Academic Board, the peak academic governing body of the College
- conducted in accordance with relevant legislation and frameworks
- committed to including external referencing, or other benchmarking activities
- intended to enhance the quality of teaching, learning, scholarship and research activity for the benefit of students and other stakeholders

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## 6 Related Documents and References

Higher Education Standards Framework (Threshold Standards) 2015

TEQSA Application Guide for Registered Higher Education Providers:

- new course accreditation
- renewal of course accreditation for existing providers

PO-COU-02 Multi-Streaming Policy

PO-COU-03 Course Closure (Teach Out) Policy and Procedure

PO-COU-04 Course Development and Accreditation Policy and Procedure

PO-COU-05 Course Structures Policy

PO-COU-06 Professional Accreditation of Courses Policy and Procedure

PO-STU-05 Academic Progress Monitoring and Intervention Policy

PO-GEN-11 Benchmarking Policy

PO-STU-10 Course Unit Moderation Policy and Procedure

PO-STU-25 External Moderation of Assessment Policy and Procedure

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## 7 Mapped to HESF

The content of this policy is mapped to the HESF:

1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 5.2, 5.3, 5.4, 6.2, 6.3, 7.2

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## 8 Review of Course Units and Assessment

### Revision of Course Units

All course content and materials are revised each semester under the direction of the Head of School. Revisions take into account evaluative information received from internal and external stakeholders and reflect the College's emphasis on the professional development of its staff. The continuous improvement and updating of each unit are a standard part of semester revisions to improve the academic quality of courses and student learning experience.

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## **Student Feedback on Course Units**

The College values student feedback in its continuous improvement processes. At the end of each semester feedback is sought from students regarding each course unit using a standard instrument. After grades have been approved and published, student evaluations are reviewed by Schools. As a result of these reviews, changes may be made to course content, resources and teaching practices, with the approval of the appropriate academic body.

## **Moderation of Assessment Practices**

The involvement of at least one External Moderator in each School's moderation of assessments at semester- end provides a rich resource in benchmarking and refining practice. Moderation feedback informs the review of assessment in the subsequent semester.

## **PROCEDURE**

Review and Renewal of Course Accreditation involves six-phases:

Phase 1: Notification

Phase 2: Consultation

Phase 3: Review

Phase 4: Submission of Application

Phase 5: Recommendation by Academic Board

Phase 6: Renewal of Course Accreditation

### **Phase 1: Notification**

The Quality Department notifies Board of Directors, Academic Board and Management Committee, at their respective first meeting of a new academic year, of the courses due for review in that year. Notification will occur through a Course Review Schedule, which facilitates effective academic and corporate oversight. This schedule is also presented to Learning and Teaching Committee for operational monitoring and supporting the relevant School.

The Quality Department, in consultation with the Chief Academic Officer, also provides the School with relevant documentation and advises about the scope of the review and required evidence to support the review.

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## **Phase 2: Consultation**

The relevant School consults the following:

- Chief Academic Officer and Quality Department to develop a project plan for the course review
- Course Advisory Committee to discuss their input regarding course review
- External academics/experts to discuss the external review process (major review)
- Academic Board about academic quality, policy, practices and changes in the regulatory environment
- Management Committee about changes in the educational landscape and viability of the course

## **Phase 3: Review**

The relevant School collates all the required course documentation and conducts an internal review. The same documentation is also forwarded to external experts (major review) to undertake an independent course review. The course will be reviewed against the Higher Education Standards Framework and Australian Qualifications Framework, as well as the College policy framework.

## **Phase 4: Submission of Documentation**

The external experts will prepare a report which will be responded to by the relevant School prior to submitting the application to Academic Board.

The School, in consultation with the Chief Academic Officer, will prepare a report following its internal review, including an action plan for continuous course improvement. The plan will clearly identify actions required, due dates, and the person(s) with responsibility for ensuring that each action is implemented.

This School's review, and the external experts' report, along with the application for renewal of course accreditation, will be submitted to the Quality Department for review.

Revision of the application may be required subsequent to the Quality Department review. The application is then submitted to Academic Board by Quality.

## **Phase 5: Recommendation by Academic Board**

Academic Board may request revision of the application or make a recommendation to the Board of Directors to renew the accreditation of the course, if it is satisfied that the course:

- Is of high academic quality
- meets the requirements of the Higher Education Standards Framework and the Australian Qualifications Framework
- complies with the College policy framework

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- is adequately resourced
- is financially viable

If Academic Board decides that the application requires further development, it will identify gaps in the submission, and request that the School resubmit a revised application at a later date with the requested revisions.

### **Phase 6: Renewal of Accreditation**

The Board of Directors may request revision of the application or re-accredit the course in a field of education where the College has self-accrediting authority.

If the Board of Directors decides that the application requires further development, it will identify gaps in the submission, and request through Academic Board that the School resubmit a revised application at a later date with the requested revisions.

In a field of education where the College does not have self-accrediting authority the application for renewal of course accreditation will be submitted to TEQSA by the Quality Department.

Where renewal of accreditation is required by a Professional Accrediting Authority, the relevant School will be required to submit the application.

### **Course Closure (Teach Out)**

A review may lead to a decision by the Board of Directors to discontinue (teach out) a course. Refer to *Course Closure (Teach Out) Policy and Procedure*.

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## COURSE REVIEW AND RENEWAL OF ACCREDITATION PHASES

<p><b>Phase 1 – Notification</b></p> <p>Quality Department:</p> <ul style="list-style-type: none"><li>• Provides Board of Directors, Academic Board and Management Committee with Annual Course Review (Minor and Major) Schedule</li><li>• Notifies Learning and Teaching Committee of impending review</li><li>• Provides School with relevant documentation</li><li>• Advises School, in consultation with the CAO, regarding scope of the review and required evidence</li></ul>
<p><b>Phase 2 – Consultation by School</b></p> <ul style="list-style-type: none"><li>• Chief Academic Officer regarding review project management plan</li><li>• Course Advisory Committee regarding review plan</li><li>• External academics/experts (major review) regarding independent course reviewer input</li><li>• Academic Board and Management Committee members as required regarding aspects of the course review</li><li>• Quality Department regarding preparing course documentation and application</li></ul>
<p><b>Phase 3 – Review</b></p> <p>School:</p> <ul style="list-style-type: none"><li>• Collates all relevant course documentation</li><li>• Conducts internal course review</li><li>• Forwards documentation to external academics/experts (major review)</li><li>• Reviews reports from external academics/experts (major review)</li></ul>
<p><b>Phase 4 – Submission of Application</b></p> <p>School:</p> <ul style="list-style-type: none"><li>• Prepares internal course review and action plan, including response to external reviews</li><li>• Submits application with course documentation to Quality Department for review</li></ul> <p>Quality Department:</p> <ul style="list-style-type: none"><li>• Reviews and submits revised application with course documentation to Academic Board</li></ul>
<p><b>Phase 5 – Recommendation by Academic Board</b></p> <ul style="list-style-type: none"><li>• Academic Board reviews application: require revision/recommend to Board of Directors</li></ul>
<p><b>Phase 6 – Re-Accreditation</b></p> <ul style="list-style-type: none"><li>• BOD reviews application: require revision/re-accredit course in a FOE where the College has SAA</li><li>• Quality Department submits application to TEQSA in a FOE where the College does not have SAA</li><li>• School submits application for renewal of accreditation to Professional Accrediting Authority where required</li></ul>

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## 9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
7 – March 2016	Alignment of PO-COU-01 to HESF, <i>TEQSA Application Guide for Registered HEPs: New Course Accreditation and Renewal of Course Accreditation</i> , and PO-COU-02 to PO-COU-06. Code change to POL-COU-01.
8 – July 2020	

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