Course Review Policy and Procedure

1. Introduction

This policy and procedure outlines how AICC will play an important role in the quality assurance and continuous improvement of AICC's courses.

In summary, for a given course or group of related courses, the AICC Management Group and trainer and assessor:

- Reviews the outcomes of the Training and Assessment Strategy Review;
- Reviews the outcomes of Assessment Validation and Assessment Moderation;
- Analyses student feedback, grade distribution and progression;
- Identifies strategies to improve student engagement and progression;
- Reviews assessment mapping to ensure compliance with the training package and industry requirements.
- Undertakes a high-level review of course content & learning activities; and
- Provides detailed improvement recommendations

2. Compliance

This is a compliance requirement which meets the Standards 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, and 2.5 of the Outcome Standards for RTOs, as well as Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018

3. Intent

This policy and procedure apply to AICC employees responsible for self-assurance practices to ensure the information contained in their:

- Training and assessment strategies is consistent within the document and is current with the information, version and release dates on training.gov.au
- outcomes of Assessment Validation and Assessment Moderation are used in improving the course
    - Analyses student feedback, grade distribution and progression;
    - Identifies strategies to improve student engagement and progression;
    - Reviews assessment mapping to ensure compliance with the training package and industry requirements.
    - Undertakes a high-level review of course content & learning activities; and
    - Provides detailed improvement recommendation.

4. Relevant Definitions

1. In the context of this document:

Academic Record	A full record of subject results that students receive after the completion of a program of learning and awarded by AICC at graduation.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Australian Quality Training Framework (AQTF)	The national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system. Initially established in 2001 for implementation in 2002, it is approved by the Ministerial Council for Tertiary Education and Employment (MCTEE), which includes all Ministers for VET in Australia.
Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training (VET) sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
Award	An academic certificate, diploma received upon completion of a full qualification.
CoE	Confirmation of Enrolment The confirmation of enrolment is a PDF generated document from PRISMS, which is generate after the student has acknowledged and signed the letter of offer with the relevant documents and proof payment (first instalment).
CRICOS Website	The website that contains the relevant information for Commonwealth Register of Institutions and Courses for Overseas Courses.
ESOS Framework	The legislative framework that overlooks the provision of education to overseas students, comprising of the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2001 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code 2018.
LoO	Letter of Offer This is the documents that was provided to students when they submitted their student application form and relevant documents. The letter of offer contain: • Student details • Course details • Terms and conditions • Etc.
Orientation	CEO or a Manager level employee conducts the face-to-face orientation
Program of Learning	Any learning path where a student successfully completes part or a full qualification which leads to either of two outcomes: An AQF qualification or a non-accredited learning outcome.
Registered Training Organisation (RTO)	A vocational education and training organisation registered by a state or territory registering body in accordance with ASQA.

Scope of Registration	The courses approved on the TGA website and CRICOS website.
Statement of Attainment	A document awarded when units have been achieved but do not meet the requirements for a full AQF qualification.
Subject	One or more units of competency, taught over ten weeks and assessed in a holistic way that is compliant with regulatory obligations.
TGA	TGA is known as www.training.gov.au
Testamur	The certificate that students receive after the completion of a complete Program of Learning and awarded by AICC at graduation.
The Education Services for Overseas Students Act 2000 (ESOS Act)	The primary Act that establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students.
The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	Supporting legislation that sets nationally consistent standards for the delivery of courses to overseas students. The National Code 2018 commenced on 1 January 2018
Unit of Competency (UoC)	A single component of a qualification, or a stand-alone unit, that has been accredited by the same process as for a whole AQF qualification (AQF, 2013).
Unique Student Identifier (USI)	A reference number that will link to the National Vocational Education and Training (VET) Data Collection allowing an individual to view all of their training results from all providers including all completed training units and qualifications
Vocational Education and Training (VET)	A type of tertiary education under the Australian Qualifications Framework (AQF), which enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

5. Procedure

The Chief Executive Officer/Principal Executive Officer will manage the Course Review process with all the training products on the scope of registration.

The Chief Executive Officer/Principal Executive Officer will work with the Trainers and Assessor, Compliance Manager to ensure that this is completed once every year.

The course review will consist of reviewing:

- Training and Assessment Strategy (Current)
- Training and Assessment Strategy Review
- Training and Assessment Strategy (Proposed)
- Assessment Validation Report
- Assessment Moderation Report
- Assessment and Content Mapping
- Trainer and Assessor Profile
- Student Evaluation of Unit and Trainer Results
- Minutes from Industry Advisory Committee
- Sample of Assessments and Learning Materials
- Sample of Completed Assessments

All the reviews will be documented using the AICC Management Group minutes.

Document control

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