

POLICY TITLE: Course Quality Control & Review

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.

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.

Procedures

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

- 1. Process and procedures for ensuring the adequate management and delivery of teaching**
 - 1.1 Photography Studies College (Melbourne) will provide support to teaching staff to assist in the delivery of the program. The college will ensure that all necessary materials and equipment are available to teachers and that all administrative matters are handled efficiently.
 - 1.2 Photography Studies College (Melbourne) will continually evaluate the delivery of the program to ensure that the specified outcomes of the courses are being achieved. Students will be requested to complete evaluations 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 academic 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 *PSC Professional Development Policy*.
 - 1.5 Photography Studies College (Melbourne) will foster an environment of academic integrity and ensure the principles described in the *PSC Academic Integrity Policy* are utilised to underpin 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 *PSC Assessment Policy* and the *PSC Plagiarism Policy*.
- 2.2 Regular assessment moderation and validation sessions are held at the end of each semester to ensure that teaching and learning 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 *PSC 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 subjects, which are required for the issue of a particular qualification. The policy and procedures for ensuring quality control of such issuance is described in the *PSC Assessment Policy* and the *PSC 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 must be reviewed at least annually.
- 4.2 The Academic Board and/or the Course Advisory Committee will determine the parameters for each of the Course Reviews.
- 4.3 All student feedback, as well as teacher feedback and feedback from any photographic professional associations must be included in every Course Review process.
- 4.4 The Director, Communications and Students and the Academic Director will ensure the integrity of the Course Review and Feedback process and report to the Academic Board and/or the Course Advisory Committee depending on the course being reviewed.

5. Subject Evaluations and Feedback

- 5.1 Student evaluations will be completed and collected following the completion of every subject.

- 5.2 All student feedback, as well as teacher feedback will inform the review of subject guides.
- 5.3 Subject guides must be reviewed and renewed throughout the course life cycle and at least annually.
- 5.4 Any recommended changes to Subject Guides arising from the Subject Reviews, must be approved by the Academic Board.

6. Continuous Improvement

- 6.1 Photography Studies College (Melbourne) considers all experiences an opportunity for staff and students to learn, reflect and improve. Self reflection 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. Benchmarking

- 7.1 Photography Studies College (Melbourne) maintains a Course Benchmarking Register and will develop relationships with other institutions in order to ensure ongoing comparability with higher education course offerings in the same discipline area.
- 7.2 The *PSC 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) will invite an academic 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 subject or group of subjects and from each year level.

The findings of this process are reviewed by the Academic Director who provides 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.

- 7.3 This will also enable criteria to be set against which to evaluate pass/fail rates; retention rates and graduation rates.
- 7.4 The Photography Studies College (Melbourne) Academic Board will also establish protocols and mechanisms for benchmarking key course indicators, such as retention and completion rates, pass/fail rates, and graduation rates against courses listed on the Course Benchmarking Register.

- 7.5 Photography Studies College (Melbourne) has created Honorary Senior Fellow roles to facilitate benchmarking relationships and processes.

Responsibility

Academic Board
Course Advisory Committee
Academic Director
Director Communications and Students
Teaching staff

Definitions

Nil

Related Documentation

Policies

Professional Development
Academic Integrity
Assessment
Plagiarism
Records Management
Course Completion and Graduation

Procedures Forms & Documents

Academic Board Charter
Terms of Reference – Course Advisory Committee
Evaluation Forms
PSC Continuous Improvement Register

Publishing Details

Policy number: HED_AC004_V2.0_13/08/2013

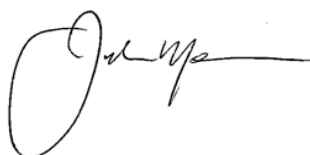
Status: Final

Approved: 20/08/2013
(V1.0_25/05/2011_22/12/2011)

Review Date: June 2014

Julie Moss - Managing Director

Published: August 2013



PSC Continuous Improvement Cycle

