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La Trobe College  
Australia

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# Course Review Policy and Procedure

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## 1. Overview

La Trobe College Australia is committed to ensuring it is responsive to the changing demands of industry, the needs of students and changes in teaching methodology and technology, and to this end, regularly reviews and updates its courses.

## 2. Course Review

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

Additionally, as a non-self-accrediting institution, La Trobe College Australia is subject to quality assurance processes undertaken by government regulatory authorities, such as TEQSA.

## 3. Definitions

Academic Board	La Trobe College Australia's Board of review for academic outcomes
Department of Education and Training	Commonwealth Government agency that oversees education and training
ELICOS	English Language Intensive Courses for Overseas Students
FSDP	Foundation Studies and Diploma Programs
LTCA	La Trobe College Australia
LTU	La Trobe University
Course Committee	La Trobe College Australia has one Course Advisory Committee for each Diploma Course
WAM	Weighted Average Mean

## 4. Internal Process

### New Course Development

New course development is undertaken with input from a range of internal and external stakeholders (see Course Development Policy).

### Ongoing Course Review and Improvement

Course review is an ongoing process, which includes consideration of a range of performance indicators, including:

- market demand
- grade distributions
- completion and attrition rates
- graduate progression rates
- cumulative Weighted Average Mark (WAM) of La Trobe College Australia graduates in further studies
- subject and teacher evaluations (FSDP courses)
- teacher course evaluations and student course evaluations (ELICOS courses)
- student satisfaction surveys and graduate surveys.

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

- pass rates and retention rates in similar courses/disciplines at other Navitas Colleges;
- student and graduate satisfaction rates in other Navitas Colleges;
- Weighted Average Mark (WAM) of non-LTCA graduates in similar degrees at La Trobe University.

Data then forms the basis of Course Reports, which are considered by Course Advisory Committees (detailed report for each course) and Academic Board (overview of all courses). Membership of both committees includes internal, university, professional body and industry representatives.

These reports also contain suggested revisions informed by performance indicators, student and staff feedback as well as La Trobe University revisions to relevant courses, resulting from the University's ongoing quality assurance process for its degrees.

## Course Revisions

Approval processes for course revisions involve La Trobe College Australia governance structures, industry representatives, La Trobe University and regulatory authorities. Discussions and outcomes are tracked and reported back through the College governance structure.

## Curriculum quality assurance

Curriculum for Diploma courses is drawn almost exclusively from La Trobe University undergraduate degree courses. Continuous improvement of La Trobe University course structures and curriculum feeds into the ongoing review and improvement of La Trobe College Australia Diploma courses and curriculum.

The La Trobe College Australia Academic Director and Academic Coordinators (for Diploma) and Director of Studies (for ELICOS) also monitor curriculum in light of teacher feedback, subject and course evaluations, assessment outcomes and pass/fail rates. The Director and or Coordinator report feedback to the relevant Course Advisory Committee (for Diploma Courses) or directly to La Trobe College Australia Academic Board (for Foundation Studies and ELICOS courses).

Revisions to the curriculum and learning outcomes of Diploma courses are made in consultation with La Trobe University College representatives, to better suit the nature of the La Trobe College Australia cohort.

Revisions to the curriculum and learning outcomes of the Foundation Studies Program are made in line with the Foundation Course Standards and in consultation with other providers of Foundation Studies courses.

Revisions to the curriculum and learning outcomes of ELICOS courses are made in line with the ELICOS Standards and the changing demands and needs of the student body.

## 5. External Course Review

### La Trobe University moderation processes

La Trobe University undertakes a moderation process for Diploma courses of final examination papers, marking schemes and exam scripts. This ongoing monitoring process ensures continuous improvement and benchmarking of La Trobe College Australia courses.

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## Reporting to TEQSA and Department of Education

The College submits course, student, staff and financial data to TEQSA and Department of Education as requested on an annual basis.

## 6. Course Changes

La Trobe College Australia is committed to ensuring the continuous improvement of its courses in response to the ongoing monitoring of academic outcomes, industry needs and new approaches to teaching and learning.

Implementation of any course change requires approval, with the approving authority dependent upon whether the modification is major or minor. Initial consultation with the Tertiary Education Quality and Standards Agency (TEQSA) can assist in determining whether the change is major or minor.

### Major course change

The Higher Education Standards Framework (which governs La Trobe College Australia) list a range of changes which constitute a major change.

The following are those of particular relevance to major course changes:

- changes which impact on the majority of the subjects within the course, over the 5 years of the accreditation, are to be decided upon in consultation with the relevant LTU and LTCA academic staff;
- contracting with another entity to deliver a significant proportion of the course;
- major alterations to teaching premises or changes in location.

### Initiation of a major course change

A major course change is initiated in the main as a result of:

- course review leading up to a re-accreditation process through the Tertiary Education Quality and Standards Agency (TEQSA) every 5 years;
- changes to the related degree course offered by the partner university as a result of its ongoing quality assurance processes;
- outcomes of evaluation processes;
- industry feedback received via the academic governance structure.

### Approval process for major course change

Any major course change is required to undertake the following process:

- Development of a submission of the proposed change including
  - a) rationale for the change,
  - b) details of the change,
  - c) resource or student implications.
- Consideration of the major change submission by the relevant Course Advisory Committee with subsequent recommendation to La Trobe College Australia Academic Board (which includes industry comment);
- Consideration/approval of major change by La Trobe College Australia Academic Board;

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- If approved, development and submission of a Major Change application to the Tertiary Education Quality and Standards Agency.

It is not possible to implement a major course change until approvals from both Academic Board and the Tertiary Education Quality and Standards Agency are received.

### La Trobe University approval of a major course change

Running parallel to the above process is a La Trobe University process, as follows:

- Consideration/endorsement by the relevant La Trobe University School and College Committees;
- Consideration by, and support from, La Trobe University's Programs Committee.

### Approval process for a major change:

La Trobe University	La Trobe College Australia	TEQSA
	1. Major course change process initiated by Academic Director or LTU College.	
2. Proposal for major change considered by College Course Coordinator		
3. If (2) endorsed, considered by College Board for endorsement.		
4. If (3) endorsed, changes advised to Academic Director, La Trobe College Australia		
	5. If (3) endorsed, development of full major change proposal following regulatory guidelines.	
	6. Major change proposal considered by relevant Course Committee, for revision/ recommendation to Academic Board.	
7(a). If (3) endorsed, sent to University Programs Committee for approval.	7(b). Course Committee recommendation considered by Academic Board.	
	8(a). Academic Board approval.	8(b).If (8a) approved, submitted to TEQSA for consideration/approval.

### Minor course change

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- A minor course change is one which impacts on a few of the subjects within a course over the course of the 5 year accreditation. The intended impact of the change is measured in consultation with the relevant LTU and LTCA academic staff.

### Approval process for minor course changes

Minor course changes are:

- considered and approved by the relevant Course Advisory Committee;
- noted by La Trobe College Australia's Academic Board;
- reported to the Tertiary Education Quality and Standards Agency through the Annual Reporting process;
- endorsed by the relevant La Trobe University Course Convenor and noted by the relevant LTU College/ Group.

La Trobe University	La Trobe College Australia	TEQSA
	1. Minor course change process initiated by Academic Director or LTU College	
2. Proposal for minor change considered by relevant College personnel		
3(a). If (2) endorsed, sent to relevant College Board for noting.		
4.(a) If (3) endorsed, changes advised to Academic Director, La Trobe College Australia	4(b). Minor change proposal considered/ approved by relevant Course Advisory Committee	
	5. Minor change noted by Academic Board.	
		6. If (5) approved, reported to TEQSA in subsequent Annual Report process.

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<b>Policy Title</b>	Course Review Policy	
<b>Policy Owners</b>	Academic Director	
<b>Key Stakeholders</b>	LTM Academic Board, La Trobe University Colleges; Academic Director; Director of Studies.	
<b>Approval Body</b>	LTM Executive Committee	<b>Approved on 10 January 2013</b>
	LTM Academic Board	November 26 2013
	LTM Executive Committee	May 11 2016
	La Trobe Melbourne Academic Board	December 1 2017
	LTCA Senior Management Team	October 31 2018
	LTCA Academic Board	November 20 2018
<b>Relevant Legislation</b>		
<b>Related Policies</b>		
<b>Related Guidelines</b>		
<b>File information</b>		<b>Version number</b> V1.2
<b>Date Effective</b>	30 May 2013	<b>Next Review Date</b> December 2019
<b>AMENDMENT HISTORY</b>		
<b>Date</b>	<b>Version</b>	<b>Summary of changes</b>
10/8/18	1.2	College name change to LTCA