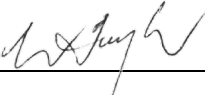


Policy Name	COURSE DEVELOPMENT AND CURRICULUM REVIEW POLICY
Policy Number	A017_PO_HE (Academic)
Purpose	<p>The purpose of this policy to:</p> <ul style="list-style-type: none"> • establish the framework for the design and development of new courses at Whitehouse Institute of Design, Australia (Whitehouse) • establish the terms of course delivery and curriculum and assessment review • to establish the responsibilities for reviewing of higher education course delivery at Whitehouse.
Scope	This policy applies to all current and potential higher education courses delivered by Whitehouse across all campuses.
Policy Statement	<p>At Whitehouse, the Academic Board is responsible for quality control of Whitehouse’s educational activities through a rigorous process of monitoring and reviewing academic policy, course development, curriculum review, course delivery and assessment review.</p> <p>The Academic Board's processes ensure that:</p> <ul style="list-style-type: none"> • course design is quality managed and involves extensive relevant input from internal and external stakeholders • courses are delivered and assessed as required, at a minimum a holistic review occurs as part of an annual curriculum review; followed by a limited review and strategic review every three years • issues relating to course delivery and assessment are identified and acted upon promptly • examples of good practice in course delivery and assessment are identified and that this information is disseminated across campuses and through Learning, Teaching, Assessment and Curriculum Committee (LTACC) meetings • staff and students can contribute to the ongoing quality review of course delivery and assessment • Whitehouse continuously improves the quality of the courses offered to its students. <p>Course Development</p> <p>Course development occurs through a collaborative process involving both internal staff and external input. External input is sought from academic, industry and design community experts. Demand for new courses is determined through stakeholder input and considered research of the developing demands in the relevant field.</p> <p>At Whitehouse Institute, there are three levels of course review, as follows.</p> <p>1. Limited Annual Reviews</p> <p>Annual monitoring of curriculum provides an opportunity to evaluate course delivery and assessment practices in each subject and degree disciplines. It usually involves LTACC (or a sub-committee thereof) in considering, on an annual basis, a series of learning and teaching indicator reports and monitoring the trends in the data. In many instances, the limited review monitoring procedure is merely a formal designation of the data collection and internal monitoring processes that are already in place at Whitehouse. Annual reviews form a significant part of curriculum review analysis to be completed before the commencement of each academic year.</p>

	<p>2. Curriculum Review – Full Review</p> <p>Course Review assessments will include a summary of the overall trends indicated in the annual reports and should occur between everyone to three years.</p> <p>The purpose of a curriculum review is to examine overall course delivery and AQF aligned learning outcomes, based on annual monitoring reports over the previous one to three-year period and complementary analysis of indicator data. The curriculum review provides Whitehouse with an opportunity to construct a course delivery and learning outcome profile of each Higher education degree so as to frame proposals for changes in terms of those profiles.</p> <p>3. Strategic Review</p> <p>The purpose of a strategic review is to achieve improvement in the academic performance through a process of self-assessment, benchmarking, critical reflection, forward planning and peer review. A strategic review will take place as part of the Whitehouse’s ongoing quality management and application for course re-accreditation. This three-stage process is seen as a cumulative one in which the annual monitoring involves a short reflection on some key areas, leading to a more extensive assessment of the program (the curriculum review), culminating in this material informing the strategic review.</p>
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • TEQSA Guidance Note on Course Approval, Design and Delivery, • TEQSA’s Guidance Note on Academic Quality Assurance • Application Guide for Registered Higher Education Providers • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS)
<p>Key Related Documents</p>	<p>Course Development and Curriculum Review Procedure</p> <p>Learning and Teaching Policy - HE</p> <p>Learning and Teaching Procedure - HE</p> <p>Code of Conduct</p> <p>Assessment Policy - HE</p> <p>Assessment Procedure - HE</p> <p>Assessment Policy -HE</p> <p>Assessment Procedure -HE</p> <p>Free Intellectual Inquiry Policy - HE</p> <p>Benchmarking Policy</p> <p>Benchmarking Procedure</p> <p>Academic Staff Handbook</p> <p>Student Handbook</p>
<p>Definitions</p>	<p>Academic Board: the Whitehouse Academic Board is an independent body, responsible to the institute’s Board of Governors for the quality control of the Whitehouse’s educational offerings.</p>

	<p>Curriculum: Whitehouse Higher Education courses have been accredited by the Department of Education and the governing body TEQSA.</p> <p>Curriculum Review: the process of reflecting on and evaluating the quality, scope, focus and outcomes of the Whitehouse’s courses and of assuring the ongoing improvement of higher education courses as a result of the review process.</p> <p>Learning, Teaching Assessment and Curriculum Committee: a standing committee of the Academic Board.</p>		
Responsible Officer	Academic Director		
Approval Authority/ Authorities	Academic Board Board of Governors		
Date Approved	10/04/2017		
Date of Commencement	11/04/2017		
Date for Review	11/04/2020		
Documents superseded by this Procedure	Curriculum and Development Course Delivery Review Policy and Procedure – January 2013		
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>12/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments Updated hyperlinks Major revision to align to TEQSA Framework 2015</p>		
Signed and dated for Whitehouse Pty Ltd		Les Taylor	30/05/2018
	Signature	Name	Date

INFORMAITON FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Board of Governors Academic Board Industry Advisory Group Course Advisory Panels Executive Management LTACC Academic Staff Administration Staff Students