

Courses and Pathways Annual Monitoring of Courses Procedure

Section 1 - Purpose / Objectives

(1) This procedure:

- a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in the annual monitoring of courses at Victoria University.
- b. Should be read in conjunction with the [Courses and Pathways Lifecycle Policy](#).
- c. Outlines a key component within the lifecycle of courses offered by Victoria University.

(2) The typical lifecycle of courses at Victoria University is explained visually in [Figure 1](#).

Section 2 - Scope / Application

(3) This procedure:

- a. Applies to internally accredited coursework courses and units only; and
- b. Does not apply to higher degree by research courses and units.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Part A - Roles/Responsibilities

Roles	Responsibility
Provost (PP)	Schedules the course monitoring process annually and approves College annual monitoring reports for existing courses
Deans of Colleges	Initiate annual course monitoring processes in Colleges and endorse College annual monitoring reports for existing courses
Academic Board Courses Committee	Endorses College annual monitoring reports for existing courses

Dean's Advisory Committee (or equivalent)	Provides advice to the Dean at key steps in the annual monitoring process for existing courses in Colleges
Quality, Information and Planning (QIP)	Provides appropriate and timely data and reports to support annual monitoring of courses
Centre for Collaborative Learning and Teaching (CCLT)	Supports the annual monitoring of courses through advice, data analysis and support

Part B - General

Procedures

(6) The annual monitoring by Victoria University of existing courses must comply with:

- a. The Australian Qualifications Framework (AQF);
- b. The principles and requirements of the VU Principles of Equivalence and the VU Learning & Teaching Quality Framework Policies;
- c. All external regulatory requirements including those of TEQSA, ESOS and ASQA as appropriate;
- d. External requirements of relevant professional accrediting and disciplinary bodies;
- e. Internal requirements such as availability of specialist staff and resources as needed;
- f. Institutional strategic directions and curriculum requirements at the time;
- g. Approved quality assurance arrangements with external partners, and
- h. Signoff by senior management as outlined in Figure 2 below.

(7) The annual monitoring process undertaken by Victoria University for an existing course:

- a. Applies to all courses offered by or on behalf of Victoria University in all domestic and offshore locations;
- b. Takes place approximately every 12 months but is not performed in the years the course undergoes a comprehensive review or reaccreditation process;
- c. Takes place as above unless an extension or waiver is recommended by Academic Board and approved by the Provost (PP);
- d. Takes into account course quality as experienced by all significant cohorts of students undertaking the course;
- e. Produces a Report which proceeds to the Academic Board for endorsement and then to the Provost (PP) for approval, and
- f. Triggers continual quality improvement strategies within the relevant College and/or a course change proposal, as required.

(8) The key review, development, consultation, endorsement and approval steps, responsibilities and outcomes are described visually in Figure 2 .

Section 6 - Guidelines

(9) Nil

Status and Details

Status	Historic
Effective Date	27th August 2014
Review Date	27th April 2017
Approval Authority	Vice-Chancellor
Approval Date	27th August 2014
Expiry Date	14th July 2015
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