1. Purpose
To approve and review ACER Higher Education Courses.

2. Scope
This policy applies to Staff Members, Teaching Staff, Students and members of the ACER Course Development and Quality Committee (CDQC).

3. Definitions
The following definitions apply each time the listed word appears in this document.

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ACER</td>
<td>Australian Council for Educational Research Ltd (A.C.N.19 004 398 145)</td>
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<tr>
<td>Course</td>
<td>A Program of study consisting of a set of Units as specified in the Course Structure and leading to an AQF Award.</td>
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<tr>
<td>ACER Course Development and Quality Committee (CDQC)</td>
<td>A sub-committee of ACER Academic Board whose members serve in a consultative capacity only and have no decision making powers or corporate governance responsibility or authority.</td>
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<tr>
<td>Course Evaluation</td>
<td>The formal process of gaining, interpreting and reporting on Student feedback regarding their perceptions of the quality of teaching and the content of Units in their Course of study.</td>
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<td>Graduate</td>
<td>A Student who has successfully completed all Course requirements and has had the Award conferred.</td>
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<td>Grievance</td>
<td>Grounds for complaint against an unjust act. Refer: PP311 1 Student Grievance Resolution Policy</td>
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<tr>
<td>Staff Member</td>
<td>An employee of ACER or a person engaged or commissioned by ACER to assist in the development, design, promotion, delivery and teaching activities of ACER Higher Education Courses.</td>
</tr>
</tbody>
</table>
4. Legislation
Not applicable.

5. Policy Principles
The prime objectives of this policy are to ensure the Courses submitted for approval within ACER are the result of rigorous development and continuous improvement in their content, delivery and assessment. These objectives are embedded in the following principles.

i. Courses are grounded in research evidence and sound conceptual and theoretical underpinnings.

ii. Continuous improvement demands continuous involvement from all stakeholders.

iii. Process reviews need to be carried out on a regular basis to identify changes and or modifications which, when implemented, will ensure effective and efficient practice.

6. Roles and Responsibilities

i. The Director will monitor enrolments, attrition and completion figures for all Units of study and Courses offered by the Institute. This data is to be documented and reported on a quarterly basis to the ACER Course Development and Quality Committee.

ii. The ACER Course Development and Quality Committee through the Unit/Course Teaching Staff will arrange the administration of Course Evaluations for each Unit and Course of study. It will be the responsibility of all Staff Members of the Institute to ensure that Student confidentiality is maintained throughout this process.

iii. The ACER Course Development and Quality Committee will review Student feedback and make immediate adjustments to content and delivery in response to the feedback. A copy of Student Exit Surveys will be held in the relevant Teaching Staff member’s file for consideration and further discussion during annual staff performance and review processes.

iv. Feedback from the Unit/Course Teaching Staff will also be collected at the conclusion of each Unit and Course.

v. Feedback from Graduates and Employer bodies will also be collected.

vi. All data collected will contribute to immediate minor adjustments to content and delivery strategies and will constitute a report to be presented to the ACER Course Development and Quality Committee.

vii. Teaching Staff will participate in evaluation processes with integrity and honesty.

viii. Student suggestions for improvement or change should be encouraged and
considered.
ix. The Director is responsible for fostering an organisational culture of collaboration and coordination which welcomes teaching and administrative staff offering suggestions for improvement and change.

7. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this Policy or its Procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy

8. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members, Teaching Staff and Students who may be affected by it.

The policy will be available online at
http://courses.acer.edu.au/students/policies

9. Version Control

Authorised by: ACER Academic Board
Maintained by: Director ACER Institute
Written: March 2013
Review: November 2018
Version Number: 3

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<tr>
<td>1.</td>
<td>21/1/2013</td>
<td>E. Hartnell-Young</td>
<td>Logo, Page Numbers</td>
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<td>2.</td>
<td>12/03/2013</td>
<td>C. Kemp</td>
<td>Last Review date updated, Version Control details included, formatting</td>
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<td>3.</td>
<td>12/11/2015</td>
<td>G. Appleby</td>
<td>Definitions, Purpose, Scope, Awareness of Policy, Version Control details, formatting</td>
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