Annual Course Review Policy

Policy Name	Annual Course Review Policy
Policy number	CDD005
Date approved	23 September 2020
Approving body	The Academic Board
Responsible officer	The Head of School
Implementation officer	The Head of School
Next review date	September 2023
Linked policies	TPL003 Quality Assurance and Benchmarking Policy CDD006 Major Course Review Policy Course Advisory Committee Terms of Reference
Linked forms and documents	Annual Course Review Template

1. Purpose of this policy

The Cairnmillar Institute (the Institute) values reflective practice across all teaching and learning matters. The Annual Course Review (ACR) is designed to allow course teams to come to together to review the operation of their course in a systematic and cyclical manner. It contains both historical annualised data reflecting operation of the course, together with plans for course development over the coming year.

2. Policy

2.1. Commitment to quality

The School of Psychology, Counselling and Psychotherapy (the School) is the teaching division of the Institute, which is a TEQSA registered higher education provider. The Institute must regularly review its courses for currency and relevance. The ACR forms part of the continuous improvement cycle for teaching and learning at Cairnmillar encouraging a team approach that reflects on content, delivery and the student experience.

3. Procedure

3.1. Annual Course Review Guidelines

3.1.1. Course teams must ensure reliable and continuous review of course and unit performance and complete an ACR. An ACR is not required during the year that a Major Course Review is undertaken.

3.1.2. Course teams will complete an ACR that will form the basis for reflection and forward planning to improve the quality of curriculum, teaching and learning activities in their course and reflects comprehensive benchmarking activites.

3.1.3. The ACR will serve further purposes including:

a) Assisting the enrolment planning cycle

b) Identifying staff capacity building requirements and staffing gaps

c) Providing an ongoing record of performance and improvement

d) Informing professional accreditation and other course review activities

3.1.4. The process for conducting and reporting on ACRs is as follows:

a) Course coordinator sets a meeting date with the relevant course teaching team.

b) Prior to the designated meeting date, the Academic Registrar populates the course and unit performance data

c) Course team members meet to reflect on how the course has performed over the previous 12-month period, what could be improved and how those improvements could be implemented.

d) The meeting will inform the completion of the ACR, the responsibility of which lies with the Course coordinator.

e) The completed ACR, which must bear the signature of the HoS is added to the Agenda for the relevant Course Advisory Committee to review.

f) The ACR is then presented to the Board for noting.

4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note on Academic Governance](#)
- [TEQSA Guidance Note on Academic Quality Assurance](#)
- [TEQSA Guidance Note on Course Design (including Learning Outcomes and Assessment)](#)