

# Academic Quality Procedure

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Owner:



Step	Action	Responsibility
1	Distribute the schedule of reviews at the commencement of each academic year.	Senior Education Leader
2	Notify the Education Design and Delivery Lead, College Director and Head of Department by email at least 10 working days prior to the quality review, including information about the review sample and format of the review.	Head of Department Education Quality
3	Complete desktop review. Provide written feedback to the Education Design and Delivery Lead, College Director and Head of Department. Convene and conduct a face-to-face meeting to discuss review outcomes	Head of Department Education Quality
4	Action rectifications in a timely manner.	Education Design and Delivery Lead
5	Review rectifications and recommend to Senior Education Leader if internal quality audit is required.	Head of Department Education Quality
6	Report outcomes of all quality reviews to Academic Council and Executive Leadership team.	Senior Education Leader

### 3.3 Internal academic audit

An internal academic audit will occur when a scheduled review or stakeholder complaints has identified systemic issues.

#### 3.3.1 Pre-audit

Step	Action	Responsibility
1	Confirm with Education Design and Delivery Lead, college director and head of department that an internal academic audit will proceed.	Senior Education Leader
2	Notify Education Design and Delivery Lead, and relevant college director and head of department by email, at least ten working days prior to the internal academic audit and confirm the format of the academic audit.	Senior Education Leader
3	Undertake desktop audit using evidence accessed directly from a range of systems prior to the academic audit. Store evidence gathered during the desktop audit in the designated central repository.	Quality Advisor



Step	Action	Responsibility
6	Return the signed and dated academic audit report within three days of receipt of the final report to the Senior Education Leader	Education Design and Delivery Lead
7	Add rectification tasks into the consolidated register of audits, actions, follow up reviews Note and track trends.	Head of Department Education Quality
8	Agree the support to be provided to teams to assist with rectification	Head of Department Education Quality
9	Complete rectifications within agreed timelines.	Education Design and Delivery Lead
10	Convene and facilitate monthly meetings with Education Services to discuss academic audit findings and trends.	Head of Department Education Quality
11	Distribute the consolidated Register of Outstanding Audit Actions on a quarterly basis to College Directors and Heads of Department for update. Allow teams five working days to report on progress against academic audit actions.	Senior Education Leader
12	Report progress on outstanding academic audit action items within five days of receipt of each quarterly report.	Education Design and Delivery Lead
13	Report to Senior Education Leader at the end of each quarter progress against academic audit actions	Head of Department Education Quality
14	Report to the Executive Director, Education Futures and Students, Education Design and Delivery Lead progress against academic audit actions.	Education Design and Delivery Lead Senior Education Leader
15	Report on progress against academic audit actions to the Academic Council.	Education Design and Delivery Lead

## 4 Supporting Documents

### 4.1

- [Education Services for Overseas Students \(ESOS\) Act](#)

## 4.2 Policies and Procedures

- Training and Assessment Policy

## 4.3 Documents

- [ASQA User's Guide to the Standards for RTOs 2015](#)
- CIT Academic Risk Priority Table
- Schedule of quality reviews
- Five year validation schedule
- Validation template

## 5 Definitions

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