



QUALITY ASSURANCE FRAMEWORK

for

NON SELF-ACCREDITING HIGHER EDUCATION PROVIDERS

In response to requests from our higher education clients we have developed a comprehensive quality assurance framework that can be utilised by non self-accrediting higher education providers as an alternative to building their own suite of academic policies and procedures from scratch.

The Quality Assurance Framework consists of the following documents provided as templates in Microsoft Word® format ready to be customised to the specific requirements of each institution.

1. Quality Assurance Framework

1. Overview
2. Governance
3. Planning and review
4. Policies and procedures
5. Course design, development and evaluation
6. Stakeholder feedback and statistical data
7. Benchmarking
8. Moderation of Assessment

2. Academic Freedom and Free Intellectual Enquiry

3. Academic Integrity and Honesty

1. Overview
2. Types of academic misconduct
3. Notification to students
4. Prevention and detection of plagiarism
5. Allegation of academic misconduct
6. Penalties
7. Appeals

4. Credit for Prior Learning

1. Overview
2. Granting of credit
3. Applications
4. International students
5. Articulation arrangements
6. Appeals

5. Course Design, Development and Evaluation

1. Overview
2. Course design and development
3. Course evaluation
4. Evaluation of delivery and assessment methods
5. Change process

6. Facilities and Resources Review and Improvement

1. Overview
2. Stakeholder feedback
3. Library resources and services
4. Ongoing review

7. Planning and Review

1. Overview
2. Strategic planning
3. Marketing planning
4. Business planning
5. Risk management planning
6. Dissemination of plans

8. Privacy and Personal Information Procedures

1. Overview
2. Collection and use of personal information
3. Disclosure of personal information
4. Commonwealth assistance [post HEP]
5. Security of personal information
6. Right to access and correct records
7. Publication

9. Records Management and Security

1. Overview
2. Types of records
3. Record security and access
4. Version management
5. Record retention and disposal
6. Security of electronic data

10. Scholarly Activity

1. Overview
2. Scholarship
3. Examples of scholarly activity
4. Allocation of a budget to support scholarship
5. Planning for scholarly activity
6. Application to undertake scholarly activity
7. Monitoring scholarly activity

and related form: *Academic Staff Professional Development & Scholarly Activity Self-Assessment*

11. Staff Recruitment, Induction, Professional Development, Appraisal and Promotion

1. Overview
2. Recruitment and induction
3. Professional development
4. Staff performance appraisal
5. Promotion

12. Student Code of Conduct

1. Overview
2. Expectations
3. Procedures
4. Appeals
5. Education and awareness

13. Student Consultation

1. Overview
2. Availability of teaching staff for student consultation
3. Availability of non-teaching staff

14. Student Progression, Exclusion & Graduation

1. Overview
2. Maximum candidature
3. Requirement to attain minimum academic standards
4. Failing a pre-requisite unit of study
5. International students
6. Appeals against decisions made under this policy
7. Graduation

15. Student Selection and Admissions

1. Student selection
2. General admission requirements
3. Additional admission requirements
4. English proficiency
5. Special / alternative admission arrangements
6. Applications
7. Assessment of application and verification of evidence
8. Offers
9. Acceptance
10. Cancellation of enrolment
11. Appeals

16. Academic and Non-academic Grievance Handling

1. Policy
2. Policy coverage
3. Before an issue becomes a formal grievance
4. Procedure
5. Further action
6. Enrolment status
7. Record keeping and confidentiality
8. Approval, publication and training

17. Student Assessment

1. Overview
2. Purpose of assessment
3. Forms of assessment
4. Notification of assessment
5. Timing and weight of assessments
6. Submission of assessment items
7. Penalties for late submission
8. Assessment feedback
9. Special consideration
10. Grades
11. Review of an assessment decision

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Perpetual licence for one institution:	\$14,500
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