

## A006 QUALITY ASSURANCE

### POLICY

#### 1. Purpose

SAIBT is committed to delivering quality programs by providing the highest levels of academic professionalism, experience and competence. This policy sets out the means by which SAIBT meets that commitment, ensures the equivalence of its programs with those of UniSA, and promotes the smooth transition by SAIBT students to university.

#### 2. Reporting structure

To guarantee the maintenance of SAIBT's academic standards and UniSA equivalence, the following SAIBT Quality Assurance Reporting Structure has been implemented:

Joint Management Committee comprises SAIBT and UniSA senior management.

Responsibilities: provide a forum to develop synergies and advance the mutual interests of SAIBT and UniSA, and to manage SAIBT.

SAIBT Operations Group reports to the Joint Management Committee. It comprises the Deputy Director of UniSA's International Office, all UniSA division managers, Director/Deputy Director UniSA units of SAS, Property, Library and Marketing, and SAIBT Executive Director, and SAIBT's Academic and Marketing Directors.

Responsibilities: to review protocols and processes in the interaction between UniSA and SAIBT, and the articulation of students into university; to provide a forum to discuss operational matters relevant to both parties on behalf of the Joint Management Committee.

Academic Advisory Committee reports to the Joint Management Committee and comprises the Deans of Teaching and Learning or senior academics involved in international education from each of UniSA's four divisions and the SAIBT Academic Director.

Responsibilities: oversee academic matters and support quality assurance by reviewing and advising on SAIBT's academic programs regarding such issues as pass rates, completion times, teaching and course development.

Academic Director reports to the SAIBT Executive Director and participates on the SAIBT Operations Group and Academic Advisory Committee.

Responsibilities: ensure the academic standards implemented at SAIBT equate to those of UniSA.

#### 3. Legal compliance

The entities that directly govern, or whose regulatory regime applies SAIBT's service and program offering include:

- UniSA

- Training & Skills Commission through the offices of the South Australian Government's Department of Further Education, Employment Science and Training
- Commonwealth Department Education, Science and Training
- Commonwealth Department of Immigration, Multicultural Affairs

#### **4. Quality of instruction**

- 4.1 To maintain academic standards and UniSA/SAIBT equality, SAIBT teaching staff:
- are drawn from permanent and casual UniSA academic staff who are involved in teaching the course in UniSA
  - must hold the minimum of a bachelor degree in a relevant discipline
  - must be approved by the relevant Head of School at UniSA.
- 4.2 Assignments and exams are to be marked by SAIBT teaching staff, and feedback provided. (Where consistent with UniSA practice, drafts of essays are also accepted and reviewed, especially for expression and grammar.)

#### **5. Program equivalence**

- 5.1 The diploma programs offered by SAIBT are equivalent in content to first year courses from the respective divisions at UniSA, the only difference being that SAIBT students have access to additional contact time with teachers.
- 5.2 Assignments and exams are UniSA-approved, or provided by UniSA course coordinators.
- 5.3 Marking of assignments and exams is undertaken by SAIBT teachers, who are all drawn from UniSA academic staff
- 5.4 Moderation of samples of exam papers are undertaken periodically by the UniSA Course Coordinator to create benchmark assessments and confirm equality between SAIBT and UniSA student learning and assessments.
- 5.5 The same administrative procedures are applied to SAIBT assignments and exams, as are implemented at UniSA.
- 5.6 SAIBT grade distributions and pass rates are benchmarked against equivalent courses in UniSA.

## 6. Integration

To facilitate the seamless transition by SAIBT students to UniSA on completion of their program, SAIBT students share a number of resources and facilities with UniSA, including:

- teaching facilities
- UniSA computer network
- access to the UniSA library
- membership of the UniSA Student Association
- student services (including accommodation help, counselling, out-of-class academic support, and academic advice).

## 7. Evaluation and Quality Control

In addition to using UniSA course material, teaching resources, assessment and moderation, SAIBT adopts the following additional quality assurance measures:

- all programs are evaluated by students at completion of each semester; poor evaluations are analysed and influence subsequent staff employment
- the Academic Director's Report, produced three times a year, is reviewed by the SAIBT Academic Advisory Committee
- SAIBT is audited by the Commonwealth Department of Employment, Science and Technology to ensure compliance with the *ESOS Act*.

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Amendments	