

## **ASSURANCE OF LEARNING POLICIES AND PROCEDURES UNIT COORDINATOR**

### **INTRODUCTION**

The Assurance of Learning (AoL) process within the UWA Business School is embodied in how we teach and assess. Over the past few years we have incorporated within our normal activities opportunities for review and evaluation of the goals and objectives of our programs and how we teach, assess, and evaluate student learning in order to meet those goals and objectives. For a number of years, for quality assurance, including accreditation, we have kept a record of:

- The program goals and how units contribute to program goals – T&L Activities
- The assessment of student learning
- The evaluation of whether students demonstrate achievement of learning goals

This document describes the steps to be followed by **UNIT COORDINATORS** responsible for each Program or Major with respect to the ongoing review and evaluation of aspects of AoL within programs and majors, including the collection and evaluation of information about AoL for the purposes of quality assurance for meeting the Australian Qualifications Framework and AACSB accreditation.

The AoL process is one of continuous improvement and contains a number of steps. In summary, every year the HOD or nominee will be responsible for the review of each program/major to ensure that:

- The **TEACHING AND LEARNING ACTIVITIES** remain appropriate and applicable for the purposes of meeting the goals and objectives of the program/major;
- That the **ASSESSMENT OF STUDENT LEARNING** within the units of the program/major will appropriately measure the achievement of the goals and objectives of the program/major; and
- The goals for the program remain relevant and reflect Australian Qualifications Framework, any relevant discipline learning outcomes established by the Australian Business Deans Council and professional bodies.

Every two or three years, data will be collected and student performance assessed to enable the **EVALUATION OF STUDENT LEARNING** and the effectiveness of the teaching and learning activities.

This evaluation will be used to provide information for the following review period, to improve the AoL process where required and provide documentation for the purposes of AACSB accreditation. The schedule below provides the periods during which individual programs/majors will be evaluated.

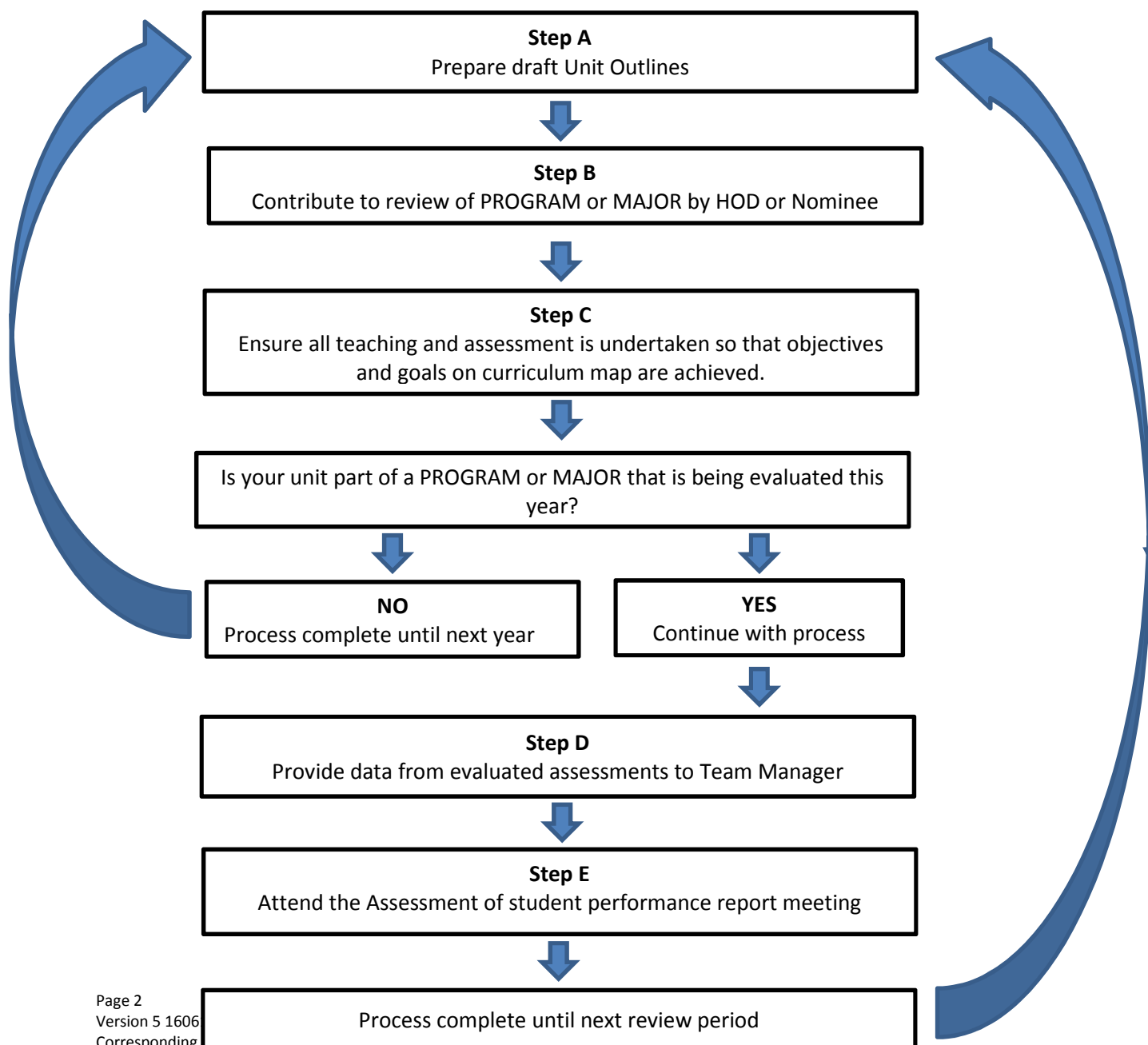
<b>UNDERGRADUATE</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
B.COM – ACCOUNTING		<b>X</b>			<b>X</b>
B.COM – FINANCE		<b>X</b>			<b>X</b>
B.COM – MANAGEMENT		<b>X</b>		<b>X</b>	
B.COM – HRM		<b>X</b>		<b>X</b>	
B.COM – MARKETING	<b>X</b>		<b>X</b>		
B.COM – ECONOMICS					<b>X</b>

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B.COM – DOUBLE MAJOR ECON			X		X
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POSTGRADUATE	2011	2012	2013	2014	2015
MPA		X			X
MHRER		X		X	
MMKT	X		X		
MECON			X		X
MBIM	X		X		
M.COM	X		X		
MBA	X		X		

The following figure presents a summary of each step within the AoL process from the perspective of UNIT COORDINATORS. This is followed by detailed guidance on how and when each step is to be completed.



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**STEP A: PREPARE DRAFT UNIT OUTLINE**

**Due Date:** To be completed 6 weeks prior to the commencement of each teaching period each year.

Prepare draft unit outline, taking into account the following:

- Discuss any proposed changes to the unit content with the HOD or Nominee
- Ensure that the following information in the Unit Outline reflects the information relating to the unit in the Curriculum Map:
  - Goals;
  - Objectives; and
  - Assessment
- If the Curriculum Map indicates that a piece of assessment of a certain style or format is to be included (e.g. oral presentation, exam question) it is critical that this occurs and that any changes to this assessment are discussed with the HOD or Nominee of the Program or Major. Ensure that you develop the assessment for the unit so that the evidence is available for individual performance.

**STEP B: CONTRIBUTE TO REVIEW OF PROGRAM OR MAJOR BY HOD OR NOMINEE**

**Due Date:** To be completed 4 weeks prior to the commencement of each teaching period each year.

The HOD or nominee will coordinate a review of the learning goals and objectives of the Program/Major to ensure they are relevant and appropriate. This will involve discussion with unit coordinators, the Assoc. Dean Teaching and Learning and other academic staff involved in the Program/Major. The goals and objectives must reflect all the requirements of the AQF and any relevant discipline and professional body's requirements.

**STEP C: REVIEW TEACHING AND ASSESSMENT WITHIN THE UNIT**

**Due Date:** Ongoing throughout the teaching period.

During the teaching period ensure all teaching and assessment is undertaken so that objectives and goals on the Curriculum Map are achieved and that assessment is undertaken as described in the Unit Outline.

**IS PROGRAM BEING EVALUATED THIS YEAR?**

**NO? – PROCESS COMPLETE UNTIL NEXT YEAR**

**YES? – SEE STEP D**

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**STEP D: PROVIDE DATA ON ASSESSMENT ITEMS BEING EVALUATED TO TEAM MANAGER**

**Due Date:** As soon as the information is available

Provide the following information to the Team Managers:

1. A spreadsheet with all student grades for students in the unit that are enrolled in the PROGRAM/MAJOR being evaluated [template attached]. The spreadsheet is to be completed on the following basis:
  - If a particular question in an exam is being evaluated, then the Unit Co-ordinator/team manager should provide a breakdown of these results
  - Any results of 0 should be removed from the list of results
2. A sample of 10 student assessments with 2 from each grade where available.( for students in the unit that are enrolled in the PROGRAM/MAJOR being evaluated)
3. A reflection on:
  - The extent to which assessment item demonstrates achievement of Program/Major objective
  - Student performance in that assessment item
  - Planned improvements to the assessment item

**STEP E: ATTEND ASSESSMENT OF STUDENT PERFORMANCE MEETING**

**Due Date:** The Team Manager should coordinate this meeting during the week following submission of exam results in the final semester or trimester of the year.

The Unit Coordinator is required to attend this meeting.