

**ASSURANCE OF LEARNING POLICIES AND PROCEDURES
HOD or NOMINEE within each PROGRAM or MAJOR**

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 the HOD or Nominee 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 to 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.

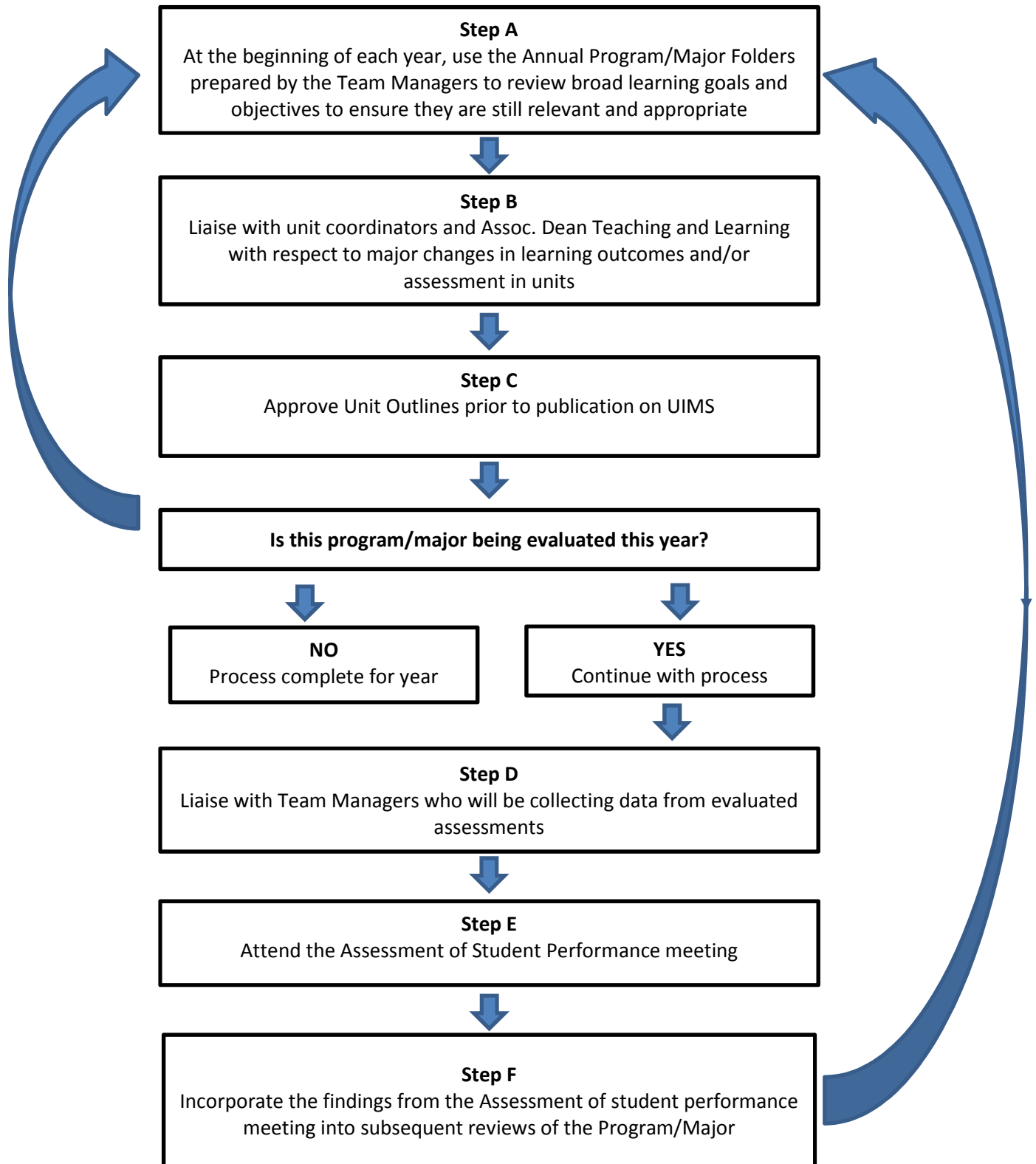
UNDERGRADUATE	2011	2012	2013	2014	2015
B.COM – ACCOUNTING		X			X
B.COM – FINANCE		X			X
B.COM – MANAGEMENT		X		X	
B.COM – HRM		X		X	
B.COM – MARKETING	X		X		
B.COM – ECONOMICS					X

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B.COM – DOUBLE MAJOR ECON			X		X
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		

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The following figure presents a summary of each step within the AoL process from the perspective of the **HOD or NOMINEE** of each PROGRAM or MAJOR. This is followed by detailed guidance on how and when each step is to be completed.



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STEP A: REVIEW BROAD LEARNING GOALS AND OBJECTIVES TO ENSURE THEY ARE STILL RELEVANT AND APPROPRIATE

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

The Team Managers will provide the HOD or nominee with a Program/Major Folder that will provide the following information to facilitate a review of the Program/Major.

1. A copy of the program/major Curriculum Map
2. The most current unit outline for each unit in the Curriculum Map
3. A copy of the latest Assessment of student performance Meeting Report

HOD or nominee to use the Program/Major Folders to review the learning goals and objectives to ensure they are relevant and appropriate. This will involve discussion with unit coordinators 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 B: LIAISE WITH UNIT COORDINATORS AND ASSOC. DEAN TEACHING AND LEARNING WITH RESPECT TO CHANGES IN UNITS

Due Date: To be completed 3 weeks prior to the commencement of each teaching period each year

As Unit Coordinators review and update their Units, there may be changes to teaching and learning activities and assessment. Unit Coordinators should liaise with the HOD or nominee of the Program/Major and the Assoc. Dean, Teaching and Learning to ensure that any changes reflect the goals and objectives outlined in the curriculum map and all the requirements of the AQF and any relevant discipline and professional bodies.

STEP C: APPROVE UNIT OUTLINES PRIOR TO PUBLICATION ON UIMS

Due Date: To be completed 2 weeks prior to the commencement of each teaching period each year.

Once the broad learning goals and objectives for each PROGRAM/MAJOR have been reviewed and the unit outlines have been reviewed to ensure consistency, the HOD or nominee should approve the unit outlines and return to the TEAM MANAGERS for publication on UIMS.

HOD or nominee to advise Unit Coordinators of any required changes to teaching and learning activities or assessment and any resulting changes in Unit Outlines.

IS PROGRAM BEING EVALUATED THIS YEAR?

NO? – PROCESS COMPLETE UNTIL NEXT YEAR

YES? – SEE STEP C

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STEP D: LIAISE WITH TEAM MANAGERS ON COLLECTION OF DATA FROM EVALUATED UNITS

Due Date: Ongoing throughout the year.

For Units identified on the Curriculum Map as being evaluated, the Team Manager will be coordinating the collection of information. The HOD or Nominee should liaise with the Team Manager to ensure that things are working well and if necessary, meet with the Team Manager and Unit Coordinators to discuss any issues that may arise.

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 HOD or Nominee of the Program or Major is required to attend this meeting

STEP F: INCORPORATE THE FINDINGS FROM THE ASSESSMENT OF STUDENT PERFORMANCE MEETING INTO RELEVANT UNITS AND ENSURE ACTIONS ARE BEING TAKEN AND REPORTED IN SUBSEQUENT REVIEWS OF THE PROGRAM/MAJOR

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

The completion of the AoL review process for each year occurs when the findings from the Assessment of Student Performance meeting are incorporated into the review of the Program or Major for the subsequent period.

The discipline representative on the School Teaching and Learning committee should report on the progress of any actions to the T&L Committee at its monthly meetings.