

Australian Guild of Music Education

Quality Assurance Policy

Governing authority:	Academic Board
Responsible officer:	Program Director
Date of approval:	25th January 2018
Date of effect:	25th January 2018
Review date	February 2021

1. Purpose

This policy provides a quality assurance framework for AGME to:

- ensure that the Bachelor of Music is reviewed systematically for continuous improvement;
- identify improvement processes to the quality of AGME's higher education operations broadly;
- monitor outcomes to support positive outcomes for students and graduates.

2. Scope

This policy applies to all AGME's accredited higher education course offerings.

3. Procedures

AGME's approach to quality assurance involves a commitment to external review and feedback to inform improvements of AGME's higher education operations. Key facets of the quality assurance framework involve:

- 1. External Review:** AGME is committed to reviewing its higher education operations and utilizing independent and expert feedback to inform improvement. Review processes may inform improvements across a broad range of functions including governance, operations, teaching and learning or academic processes.
- 2. Course Review:** AGME will conduct the following course review processes as part of its quality assurance activities:
 - interim internal unit and course reviews, as part of AGME's continuous improvement processes, on an ongoing basis; and
 - comprehensive external course reviews by discipline experts.

Internal Interim Review

AGME will conduct interim internal reviews of individual units and course coherency. Unit reviews will consider student performance data and systematic feedback data collected from students at the end of each semester, from academic staff, and external advisors.

Comprehensive External Review

The Academic Board will initiate a review of AGME's higher education course every five years, or earlier if required. The Academic Board will approve the engagement of an appropriately

qualified external expert to undertake an independent external review. The expert report will be forwarded to the Academic Board for consideration. A response will be prepared with proposed actions as part of a course implementation plan. This response will be forwarded to the expert to “close the loop”. The Academic Board will steer the implementation of the course implementation plan. The Program Director will lead the implementation of recommendations as part of AGME’s continuous improvement initiatives. Revised curriculum will be approved by the Academic Board and endorsed by the Higher Education Committee.

Course Changes

All course changes must be approved by the Academic Board and reported to the Higher Education Committee, and where necessary reported to TEQSA.

3. Feedback: AGME will collect and utilise feedback from students, staff and graduates. Student feedback is collected throughout the teaching period and over the course of study through verbal consultation, written submissions and survey or data collection. Staff provide feedback about teaching units to inform improvements to individual units. Graduate feedback provides important information about the outcomes of the course and areas for review.

4. Benchmarking: AGME will conduct desktop benchmarking of particular aspects of delivery and practice against other higher education providers to ensure that AGME’s operations are in line with sector standards. AGME will establish benchmarking relationships with external higher education providers offering similar courses. Benchmarking reviews will be conducted regularly, and will compare range of aspects admission criteria, learning outcomes, assessment tasks, attrition rates, unit content and course resources.

5. Student Data: AGME will collect and analyse student performance data including attrition rates to determine approaches to student engagement and mitigate academic risks.

6. Responsibilities

Under the oversight of the Academic Board, the Program Director will be responsible for coordinating benchmarking activities with support from the Quality Assurance Officer.

7. Review

The Academic Board is responsible for review and approval of this policy every 3 years. The policy is to be implemented via induction and training of academic teaching staff and distribution to students and AGME’s community via the website and other publications.

8. Related Policies and Procedures

The following policies and procedures are related to this policy:

- Teaching and Learning Plan
- Academic Board Terms of Reference