

Russo Business School Quality Assurance of Courses and Subjects Policy and Procedures

Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F). It sets out the policy and process to be adopted for internal and external quality assurance and course review at Russo Business School.

Definitions and abbreviations

Academic Program Manager is an academic staff member appointed by the Executive Dean of the Russo Business School to have oversight of the management, delivery and performance of a course, subjects and reporting responsibilities and obligations in relation to a course and subjects.

Australian Applicant is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

Benchmarking – benchmarking is recognised as a means by which an entity can: demonstrate accountability to stakeholders; improve networking and collaborative relationships; generate management information; develop an increased understanding of practice, process or performance; and garner insights into how improvements might be made. For example, in the context of course accreditation, benchmarking involves comparing performance outcomes and/or processes of similar courses of study delivered by other providers. ‘Internal benchmarking’ against other relevant courses offered by the provider may also be undertaken.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2nd ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

Credit ‘is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing’ ([AQF 2nd ed, 2013](#)).

International Applicant is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

Major amendment is a significant change to a course or subject that impacts on course and/or subject nomenclature and titling, course volume of learning, location of delivery, mode of delivery, course structure, admission criteria, English language requirements, articulation, credit allowances or a major change to a course or subject recommended as part of an internal review by Russo Business School or pursuant to the requirements of a professional accrediting body.

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2nd ed, 2013\)](#). A subject may form part of a course.

AQF – Australian Qualification Framework

ASTAS - Australian Student Tuition Assurance Scheme

COPHE – Council of Private Higher Education

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

ESOS - Education Services for Overseas Students

Courses and subjects delivered by Russo Business School are to be reviewed annually by the Russo Business School *Course Review Committee*.

The Academic Program Manager for the course will have the carriage of the course review process in conjunction with the course teaching team.

The Academic Program Manager will be responsible for the presentation of an annual course performance report to the Russo Business School *Course Review Committee*.

The Russo Business School *Course Review Committee* is to consider the annual course performance report and approve or amend the recommendations for improvement to the course. Major amendments to the course are to be presented to the Russo Business School Academic Board for approval pursuant to the requirements of the Russo Business School *Course & Subject Design and Approval Policy and Procedures*.

If the course performance report or the Russo Business School *Course Review Committee* reveals that the course should be disestablished, recommendations are to be made by the Russo Business School *Course Review Committee* to the Russo Business School *Academic Board*.

The Russo Business School *Course Review Committee* is to consider the subject reports and approve or amend the recommendations for improvement to the subjects. If amendments to subjects result in major amendments to the course, they are to be presented to the Russo Business School *Academic Board* for approval pursuant to the requirements of the Russo Business School *Course & Subject Design and Approval Policy and Procedures*.

The Russo Business school as specified in Section 5 Clause 5.6 of the TESQA Provider Registration Standards, that the higher education provider compares its **performance on teaching, student learning outcomes, graduate outcomes**, and research with other higher education providers, and uses regular, valid and reliable feedback from **internal and external stakeholders** to improve its higher education operations. This process is to be overseen by the Course Review Committee which will follow the Russo Business School Benchmarking Guidelines.

