

# Academic Quality Procedure

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Owner:





### 3.3.2 At audit

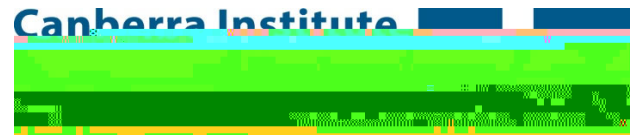
Step	Action	Responsibility
1	<p>Complete the following steps:</p> <ul style="list-style-type: none"> <li>x entry meeting – with the Education Design and Delivery Lead, college director and head of department, to explain the on site academic audit process</li> <li>x tour the campus or site (if required), to observe the physical environment where training is delivered</li> <li>x review documentary evidence to assess if the expected outcomes are met</li> <li>x provide a review of the findings and recommendations at an exit meeting.</li> </ul>	Quality Advisor

### 3.3.3 Post audit

Step	Action	Responsibility
1	Hold post audit meeting to discuss findings, recommendations, possible actions and division of labour to action rectifications.	Senior Education Leader
2	Draft an academic audit report, detailing action items, rectification timeframes and division of labour.	Head of Department Education Quality
3	Within 10 working days of the academic audit, send a draft audit report, including rectification dates (where required) to the Education Design and Delivery Lead, College Director and Head of Department.	Senior Education Leader
4	Within five working days of receiving the draft academic audit report, review and comment on the draft report and provide any additional evidence to address the gaps identified.	Education Design and Delivery Lead
5	Following Lead,	



Step	Action	Responsibility
7	Add rectification tasks into the consolidated register of audits, actions, follow up reviews. Note and track trends.	Head of Department Education Quality
8	Agree the support to be provided to teams to assist with rectifications.	Head of Department Education Quality
9	Complete rectifications within agreed timelines.	Education Design and Delivery Lead
10	Convene and facilitate monthly meetings to assist	



## 4.2 Policies and Procedures

- x [Training and Assessment Policy](#)

## 4.3 Documents

- x [ASQA User's Guide to the Standard for RTOs 2015](#)
- x CIT Academic Risk Priority Table
- x Schedule of quality reviews
- x Five year validation schedule
- x Validation template

## 5 Definitions

All terminology used in this policy is consistent with definitions in the CIT Policy Glossary.