

## Education Quality Assurance Policy

### POLICY PURPOSE

UTS College believes that Education Quality Assurance is essential for ensuring a high-quality student learning experience. The purpose of this policy is to:

- set out the principles for enhancing and assuring a quality learning experience for students at UTS College;
- ensure that quality assurance is valued and promoted;
- establish a culture of continuous improvement to ensure education quality assurance

### SCOPE

This policy applies to all aspects of quality assurance in student experience, curriculum, learning, assessments, student services and support in all courses and programs at UTS College both onshore and transnationally.

This policy applies to all staff and students, who need to be aware of the Education Quality Assurance Policy and Procedure and related policies and procedures.

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle
<p><b>Education Quality Assurance Principles</b></p> <p>1. Education Quality Assurance processes will support the UTS College 2027 Strategy, 2024 UTS College Plan and legislative requirements.</p> <p>Aligning UTS College’s education quality assurance processes with the 2027 Strategy and UTS College Plan will assist in its implementation and provide information on progress. In addition, the set of standards or measures outlined in the <a href="#">‘What Academic Quality at UTS College means’</a> document, ensures that there is a shared understanding about what quality is and if it has been attained.</p> <p>UTS College must also comply with all elements of the Tertiary Education Quality Standards Agency – Higher Education Standards Framework (Threshold Standards), the ESOS Framework plus NEAS and ELICOS standards. All higher education qualifications offered by UTS College must also align with the Australian Qualifications Framework.</p>
<p>2. Staff, students and all relevant stakeholders will contribute to assuring education quality. UTS College views staff and students and all relevant stakeholders as contributors to enhancing the student experience and assuring education quality.</p> <p>This collaborative approach contributes to creating a culture of continuous improvement throughout the entire student experience.</p>

<b>Principle</b>
<b>Education Quality Assurance Principles</b>
<p>3. Processes and practices will be systematic and transparent. The education quality assurance procedure documents processes that ensure a cycle of continuous improvement is built into current practices and identifies responsibilities of key stakeholders and is clearly communicated to all.</p>
<p>4. Decision making will be evidenced based and referenced from internal plus external sources. Decisions about continuous improvements and judgements about whether standards are being achieved will be fact-based, data-centric and collected from a range of internal and external sources.  Internal sources include student learner surveys, student performance reports, year in review reports, assessment grades and course review reports. External sources include, but are not limited to, Quality Indicators for Learning and Teaching (QILT) data and UTS data.</p>
<p>5. Findings from Education quality assurance processes and practices will be used to identify and implement continuous improvements. Action plans will be created based on findings and once actioned, will be measured to ensure they are enhancing quality, and that quality standards or indicators (as outlined in the <a href="#">What Academic Quality at UTS College</a> document) are achieved.</p>
<p>6. Outcomes from education quality assurance processes are communicated in an embedded feedback loop. Students, staff and other relevant stakeholders will receive updates on the outcomes of education quality assurance processes and practices in a timely manner.  Communication channels will include College Connect, department update emails, all staff check-in meetings, UTS College website, CANVAS and formal committee and board meetings.</p>

## DEFINITIONS

Affiliates	UTS College Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College to perform work or functions for UTS College.
Continuous Improvement	Continuous improvement (CI) is an iterative process that involves improvement work being planned and undertaken in a rigorous and transparent fashion
Quality Assurance	An ongoing, continuous process of monitoring, evaluating, maintaining and enhancing the quality of an education system, institution or program.

Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
UTS College	UTS College Limited, its representative offices and its controlled entities.

## SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS College resources.

- HESF 1.3.5 Student Participation and Attainment, 2.2.3 Diversity and Equity
- Education Quality Assurance Procedure
- What Academic Quality at UTS College means
- Academic Continuous improvement register procedure
- ELT Continuous Improvement register procedure

## REFERENCE

*“UTS College acknowledges that this Education Quality Assurance policy was developed based on the Education Quality policy of UNSW (06 May 2017)”*

**ADMIN USE ONLY**

APPROVAL		
Position title:	<b>Chair of the Academic Board</b>	Date: 22 February 2024
Policy Title	Quality Assurance Policy	
Executive	Dean of Studies	
Manager	Learning Quality Unit Manager	
Policy ID	PO/EDUC/05/24	
Effective Date	22 February 2024	
<b>Approved by</b>	<b>Academic Board</b>	<b>Date 22 February 2024</b>

**VERSION HISTORY**

No.	Author	Description of change/purpose	Date
1.0	Rebecca Sheldon	New policy	January 2024
1.1			