Quality Assurance Framework
Policy and Procedures

Policy ID	G009
Previous versions	August 2022
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Threshold Standard	5.1-5.4
Responsible person/s	CEO & Academic Director

1 Introduction

Adelaide Central School of Art is committed to implementing an effective quality assurance framework to reflect a strong commitment to evidence-based decision-making and continuous improvement and to ensure that ACSA complies fully with the Higher Education Standards under the *TEQSA Act 2011*.

2 Purpose

This policy framework is intended to guide the activities that will contribute to the development of a school-wide culture of ongoing quality assurance to achieve ACSA's strategic objectives and outcomes and meet all compliance requirements. The Quality Assurance Framework encompasses all areas of ACSA's operations and enterprise, including:

a) legislative compliance;

b) corporate governance (including monitoring and accountability);

c) academic governance;

d) management;

e) teaching, including course design, staffing, learning resources and educational support;

f) student participation, including admission, credit and recognition of prior learning, orientation and progression, learning outcomes and assessment, qualifications and certification;

g) learning environment, including facilities and infrastructure, library services, accessibility support, diversity and equity, wellbeing and safety, and provisions for student grievances and complaints;

h) institutional quality assurance, including course approval, monitoring, review, improvement and accreditation, academic integrity, and delivery with other parties;

i) representation, information, and information management, including communications, marketing, and promotion; and

j) external engagement and the environment.

3 Scope

This policy applies to:

a) The Board of Governors and its sub-committees

b) ACSA management and staff.

4 Policy

4.1 Policy Principles

The Board of Governors is responsible for the strategic oversight of quality and compliance with the Higher Education Standards. The Board of Governors establishes, or oversees the establishment of plans, policies and procedures relating to all aspects of ACSA's management and operations, and monitors these for their effectiveness and scope for improvement.

a) The Board of Governors approves the ACSA Strategic Plan, which provides the key performance indicators against which quality assurance measures are established, and ACSA's Risk Management Plan, which provides for the identification and mitigation of risks associated with ACSA operations and quality assurance.

b) The Board of Governors, and under delegated authority the Academic Board, establish policies and procedures that govern ACSA's operations and quality assurance processes and provide for monitoring, review and improvement.

c) The CEO and ACSA's senior staff coordinate ACSA's business operations, the implementation of the Strategic Plan and Risk Management Plan, and ACSA's monitoring, reporting, benchmarking and quality improvement processes.

d) ACSA addresses all Higher Education Standards either through a policy and procedures statement, a plan, or through a management process.

e) Opportunity is provided for appropriate internal and external involvement in monitoring, review and improvement, including through feedback from ACSA's students and graduates, employers, ACSA staff and other stakeholders.

4.2 Quality Assurance Processes

ACSA's quality assurance processes are embedded within its policies and procedures statements, its plans, and its management processes. Each policy provides for monitoring and reporting processes appropriate to that policy. The Policy Review Policy and Procedure provides for the regular review of all policies and procedures and the making of amendments where required, to ensure that policies and procedures are operating effectively, thus assuring institutional and operational quality. The responsibilities of ACSA's Board of Governors, Board committees and staff for the implementation of ACSA's policies and procedures and for related monitoring and reporting are provided within the respective policies.

The alignment of ACSA's policies and procedures and its management processes with the Higher Education Standards is detailed in Attachment 1.

5 Procedures

5.1 For each of the Higher Education Standards, the CEO will nominate at least one responsible officer to coordinate monitoring and reporting relevant to their area of responsibility and to take action as required to mitigate compliance risks.

5.2 Members of the management team, and other staff must be aware of the requirements of the Higher Education Standards Framework, ACSA's KPIs and other quality indicators that apply to their functions and ensure that their actions and decisions comply with those requirements. Members of the management team coordinate monitoring and reporting on compliance with the Higher Education Standards, ACSA's KPIs and other quality indicators and must notify the CEO as soon as they become aware of any actual or potential failure of compliance.

5.3 Independent external reviews of corporate governance and academic governance must be conducted at least every seven years to ensure compliance with the Higher Education Standards.

Attachment 1

Adelaide Central School of Art

Governance and Accountability Reporting Framework

Higher Education Standards	Policy & Procedures Statement, Plan or Other Approved Provision	Management Process
Part A: Standards for Higher Education		
1. Student Participation and Attainment		
1.1 Admission	• Entry Requirements and Student Selection Policy & Procedures	
1.2 Credit and Recognition of Prior Learning	• Recognition of Prior and Concurrent Learning Policy & Procedures	
1.3 Orientation and Progression	• Statement of Tuition Assurance • Leave of Absence Policy & Procedures • Academic Progression and Enrolment Policy & Procedures • Support for Student Policy & Procedures	
1.4 Learning Outcomes and Assessment	• Reassessment Policy & Procedures • Supplementary Assessment Policy & Procedures • Schedule of Final Grades • Course Unit Assessment Policy & Procedures	• Certification of Final Grades • Unit Outline Change Process
1.5 Qualifications and Certification	• Schedule of Final Grades • Conferral and Graduation Policy & Procedures	• Course change application and approval process
2. Learning Environment		
2.1 Facilities and Infrastructure	• ACSA Business Planning and Business Continuity Framework	• Annual budget process • Budget updates and adjustments • Specific KPIs in the Strategic Plan • Periodic review and update of relevant Strategic Plan KPIs • CEO Report

Higher Education Standards	Policy & Procedures Statement, Plan or Other Approved Provision	Management Process
		Facilities, resources and IT are managed by the CEO and reported in CEO's reports; budget implications are identified and adjustments to the budget are approved as necessary.
2.2 Diversity and Equity	• Diversity, Inclusion and Equal Opportunity Policy • Students with Disability Policy & Procedures • Support for Students Policy & Procedures • Reconciliation Action Plan	• Student Support Report (submitted to Academic Committee 2 x per year).
2.3 Wellbeing and Safety	• Safety and Security Arrangement • Work Health and Safety Policy • Sexual Assault and Sexual Harassment Policy & Procedures • Child Safety Policy & Procedures • Privacy Policy • Student Wellbeing Plan • Support for Student Policy & Procedures • Critical Incident Policy	• Safety & Wellbeing Working Group (4 meetings per year)
2.4 Student Grievances and Complaints	• Student Grievance Policy and Procedures • Sexual Assault and Sexual Harassment Policy & Procedures (includes mechanisms for reporting) • Child Safety Policy and Procedures (includes mechanisms for reporting) • Privacy Policy	• Student Grievance, Misconduct and Academic Integrity Register • Student Grievance and Misconduct Reports (de-identified reports submitted to the Academic Board and BoG 2 x per year).
3. Teaching		
3.1 Course Design	• Course Development Policy & Procedures • Work-Integrated Learning Policy & Procedures	• Annual Course Performance Report • Periodic Comprehensive Course Reports • Unit Outline Change Process
3.2 Staffing	• Workforce Plan • Specific KPIs in the Strategic Plan • Staff Scholarly Activity Policy & Procedures • Staff Professional Development Policy	• Annual budget process • Budget updates and adjustments • Periodic review and update of relevant Strategic Plan KPIs • CEO Report

Higher Education Standards	Policy & Procedures Statement, Plan or Other Approved Provision	Management Process
	• Guidelines for Applying for Financial Support for Professional Development • Academic Staff Qualifications and Equivalency Policy & Procedures • Parental Leave Policy	• Staff Scholarly Activity Reports (2 per year)
3.3 Learning Resources and Educational Support	• Capital Planning, Expenditures and Asset Management • Specific KPIs in the Strategic Plan	• Annual budget process • Budget updates and adjustments • Periodic review and update of Strategic Plan KPIs • CEO Report
4. Research and Research Training		
4.1 Research	N/A	N/A
4.2 Research Training	N/A	N/A
5. Institutional Quality Assurance		
5.1 Course Approval and Accreditation	• Course Development Policy & Procedures • Course Review Policy & Procedures • Teaching & Learning Plan • Annual Benchmarking Plan •	• • Annual Course Performance Report • Periodic Comprehensive Course Review •
5.2 Academic and Research Integrity	• Intellectual Property Policy • Freedom of Speech and Academic Freedom Policy • Student Misconduct Policy &Procedures • Academic Integrity Policy & Procedures	
5.3 Monitoring, Review and Improvement	• Course Review Policy and Procedures • Teaching & Learning Plan • Annual Benchmarking Plan • Course Unit Assessment Policy & Procedures • Risk Management Plan • Scholarly Activities Policy & Procedures • Staff Scholarly Activity Plan	• Annual Course Performance Report (submitted to Academic Board) • Periodic Comprehensive Course Reviews (every 5-7 yeas including external review component) • Teaching & Learning Progress Reports (submitted to Academic Board 3 x per year)

Higher Education Standards	Policy & Procedures Statement, Plan or Other Approved Provision	Management Process
	•	• Annual Benchmarking Plan interim and final report (submitted to Academic Board). • Staff Scholarly Activity Reports (submitted to Academic Board 2 x per year) • Staff Scholarly Activity Plan interim and final reports (submitted to Academic Board). • Unit Evaluation Reports (submitted to Academic Board 2 x per year) •
5.4 Delivery with Other Parties	Work-integrated Learning Policy & Procedures	Unit Evaluation Process
6. Governance and Accountability		
6.1 Corporate Governance	• *ACSA Constitution* • Strategic Plan & KPIs • BoG self-evaluation at least every two years • External review at least every seven years	• Annual budget process • Budget updates and adjustments • Periodic review and update of Strategic Plan KPIs • CEO Reports
6.2 Corporate Monitoring and Accountability	• Strategic Plan • Marketing Plan • Risk Management Plan • Business Continuity Plan • Compliance Register • ACSA Policies and Procedures Register	• Annual budget process • Budget updates and adjustments • Annual audited financial statements • Specific KPIs in the Strategic Plan • Periodic review and update of Strategic Plan KPIs • Update report on Legislative Compliance • CEO Reports • Academic Director Reports • Academic Administration Manager's reports • Work, Health and Safety reports
6.3 Academic Governance	• Terms of Reference of Academic Board • Academic Committee terms of reference • Teaching & Learning Plan • Annual Benchmarking Plan • Staff Scholarly Activity Policy and Procedures	• Academic Board minutes submitted to BoG • Academic Committee minutes (academic matters) submitted to Academic Board

Higher Education Standards	Policy & Procedures Statement, Plan or Other Approved Provision	Management Process
	• Risk Management Policy and Plan • Course Review Policy and Procedures • Intellectual Property Policy	• Academic risks reviewed by Management and reported at every Academic Board meeting.
7. Representation, Information and Information Management		
7.1 Representation	• Marketing Plan • Entry Requirements & Student Selection Policy & Procedures • Recognition of Prior & Concurrent Learning Policy & Procedures	• CEO Report •
7.2 Information for Prospective and Current Students	• Marketing Plan	• CEO Report • Student Handbook (updated annually) • Schedule of Fees (published annually) • Terms & Conditions of Enrolment (updated per semester) • Student Resources on website
7.3 Information Management	• Records Management Policy and Procedure • Privacy Policy & Procedures • Cyber-security Policy	• CEO Report • Cyber-security audit • Higher level access to student records restricted to relevant Administration staff.