



Treatment | Education | Research

Annual Course Review Policy

Policy name	Annual Course Review Policy
Policy number	CDD005
Date approved	August 2016
Approving body	The Academic Board
Responsible officer	The Chair of Academic Board
Implementation officer	The Head of School
Next review date	August 2019 or as per the review cycle.
Linked policies	Course Advisory Committee Terms of Reference Quality Assurance and Benchmarking Policy

Linked forms

Purpose of this Policy

The Annual Course Review (ACR) is designed to allow course teams to come together to review the operation of their course in a systematic and cyclical manner. It contains both historical annualised data reflecting operation of the course, together with plans for course development over the coming year.

Context

The Cairnmillar Institute School of Psychology Counselling and Psychotherapy (the School) is the teaching division of the Institute. The Institute is a non-self-accrediting-institution (NSAI) and a TEQSA registered higher education provider. The ACR forms part of the continuous improvement cycle for teaching and learning at Cairnmillar.

Annual Course Review Guidelines

The Annual Course Review process is designed to ensure reliable and continuous review of course and unit performance as the basis for forward planning so as to improve the quality of curriculum, teaching and learning activities in courses.

The reports are also used to assist the enrolment planning cycle, for identification of staff capacity building requirements, and as an ongoing record of performance and improvement.

The reports, and the course information that accompany each, are useful for professional accreditation and other course review activities.

The completed report should be provided to members of the relevant Course Advisory Committee for their consideration and input into ongoing course quality improvement. The Minutes of the Course Advisory Committee (and therefore summary discussion of the ACR) will then be forwarded to the Academic Board for its consideration no later than its first meeting in the next year.

Scope of the Annual Course Review

Please refer to the ACR template on the next page.

Annual Course Review Process

The process for conducting and reporting on ACRs is as follows:



