Learning and Teaching Unit Quality Assurance Metrics (2024-2026)

ENDORSED at LTQC Thursday 7 March, 2023

This document sets target quality assurance (QA) targets across the university specific to Higher Education units (excluding Higher Degree by Research Courses/units (as appropriate).

Abbreviations
UC – Unit Coordinator; BOLD – Blended Online and Digital; CC – Course Coordinator; DLT – Director (Learning and Teaching); QA – Quality Assurance

Alignment with National **TEACHING EXPECTATIONS** / **QUALITY ASSURANCE REPORTING TOOL**	**Criterion 1** | Designing and planning of learning activities	**Criterion 2** | Teaching and support student learning	**Criterion 3** | Assessment and giving feedback to students on their learning	**Criterion 4** | Developing effective learning environments, student support and guidance	**Criterion 5** | Integration of scholarship and professional activities with teaching and in support of learning
BOLD Learning and Teaching Practices | Teacher Review (Checklist A)	✓ Focus is on accessibility of all learning activities. (Area 04)	✓ Focus is on accessibility of all learning resources. (Area 03)	✓ The focus is on the accessibility of all learning information related to assessment. (Area 05)	✓ The focus is on organisation and communication within the learning environment. (Area 01 + 02)	
BOLD Learning and Teaching Practices | Independent Review (Checklist B)	✓ As above (Area 04)	✓ As above (Area 03)	✓ As above (Area 05)	✓ As above (Area 01 + 02)	
Moderation of Assessment | Design (Type I)			✓ Focus is on assessment design pre-delivery		
Moderation of Assessment | Marking (Type II)			✓ Focus is on fair and consistent marking of assessment tasks		
Moderation of Assessment | Practice (Type III)			✓ Focus is on reviewing assessment practices post delivery		
Unit Description Review	✓ Brief overview of student learning journey	✓ Brief overview of student learning journey	✓ Focus on key 'contractual' information for successful completion of unit	✓ Brief overview of student learning journey	

Learning and Teaching Unit Quality Assurance Tools (progressive targets)

QA tool in fdlGrades	Responsibility	University Procedures	% of units delivered that engage with documented QA tool within a calendar year **Current University Minimum Target**		
			2024	**2025**	**2026**
BOLD Learning and Teaching Practices | Teacher Review (Checklist A) *This is expected to be completed every 3rd delivery.*	Unit Coordinator or Lecturer	MANDATED PROCEDURE • Course Review Process (mandated every 5 years) as per Review of Established Sealed Award Programs (Higher Education) Procedure [AG1281] – Action 03 SUPPORTING PROCEDURES • Higher Education Assessment Procedure [AG1254] – Action 02: Sound design of assessment | Action 05: Communicating assessment requirements to students | Action 07: Ensuring security of student submitted assessment materials | Action 10: Providing students with feedback on assessment. • Disability Learning Access Plan (LAP) Procedure [SS1966] • Equal Opportunity and Valuing Diversity Guidelines [CG1445] • Academic Integrity Procedure [LT1944] • Higher Education Examinations Procedure [LT194]	20%	40%	60%
BOLD Learning and Teaching Practices | Independent Review (Checklist B)	Independent Reviewer	It is important that courses are reviewed independently at least every 3 years.	15%	30%	50%

Moderation of Assessment | Design (Type I) *This is expected to be completed every 2nd delivery.*	Unit Coordinator + Independent Reviewer	MANDATED PROCEDURE • Higher Education Assessment Procedure [AG1254] – Action 03: Moderation of assessment design (type I) SUPPORTING PROCEDURES • Academic Integrity Procedure [LT1944] • Higher Education Examinations Procedure [LT1940]	20%	30%	50%
Moderation of Assessment | Marking (Type II) *This is expected to be completed with every delivery.*	Unit Coordinator	MANDATED PROCEDURE • Higher Education Assessment Procedure [AG1254] – Action 08: Moderation of assessment marking (type II).	50%	75%	100%
Moderation of Assessment | Practice (Type III) *This is expected to be completed every 2nd delivery.*	Unit Coordinator + Independent Reviewer	MANDATED PROCEDURE • Higher Education Assessment Procedure [AG1254] – Action 11: Moderation of assessment practice (type III)	15%	30%	50%
Unit Description Review *This is expected to be completed with every delivery.*	Unit Coordinator + Independent Reviewer	All Unit Descriptions must be reviewed independently before the teaching period begins and shared on Moodle shells 2 weeks prior to the commencement of the teaching semester	50%	75%	100%

Quality Assurance tool	University – led directive (Executive Dean)	Institute – led directive (DLT)	Course – led directive (CC)	Teacher – led directive (UC)
BOLD Learning and Teaching Practices | Teacher Review (Checklist A) *Unit Coordinator or Lecturer*	**Course Review Process** – Completed for all units in the courses scheduled for a calendar year (5-year cycle) completed as part of Section G – Curriculum Review	**Course Renewal Process: Conducted on units that have undergone enhancement (needs identified from Course Review Process) before delivery.** **Co-op Process** – Conducted on all/relevant units pre-process to identify units for co-op enhancement. **Co-op Process** – Conducted on all/relevant units post-process to ensure standards prior to delivery.	**Course Design / Redesign** – Complete as a guide to support quality unit design **Course Preparation** – Course-wide heatmap completed prior to semester delivery to identify and address challenges. **Targeted focus area** – Course-wide heatmap on a single focus area as part of targeted enhancement or directive.	**Unit Design / Redesign** – As a guide to support quality unit design (working with or without CAD support) **Unit Preparation** – Individual unit heatmap completed prior to each semester delivery to identify and address challenges. **Peer enhancement** – Individual unit heatmap of multiple semester deliveries to show ongoing enhancement.
BOLD Learning and Teaching Practices | Independent Review (Checklist B) *Independent Reviewer*		**Course Review Process** – Completed on a 100% of units in the courses scheduled for a calendar year (5-year cycle) completed as part of Section G – Curriculum Review **Course Renewal or Co-op Process** – conducted post Course Review. Any unit enhanced to undergo	**Targeted focus area** – Course-wide heatmap on a single focus area as part of targeted enhancement or directive.	**Peer enhancement** – Individual unit heatmap to compare/contrast with Checklist A for purpose of ongoing professional learning.

		independent review prior to next delivery. **Unit Ratification** – Conducted on units with anomalies identified by Institute DLT or Discipline Lead		
Moderation of Assessment | Design (Type I) *Unit Coordinator + Independent Reviewer*	**Moderation of Assessment Manual** – All assessment tasks undergo an independent design review every 03 years.	**Course check** – Rotate independent design review every 3 years discipline by discipline	**Course check** – Completed every 3 years across all units in a course.	**Assessment Redesign** – Completed as part of any assessment enhancement. **Unit Preparation** – Completed prior to semester delivery. **Peer enhancement** – Individual unit reviews from multiple semester deliveries to show ongoing enhancement.
Moderation of Assessment | Marking (Type II) *Unit Coordinator*	**Moderation of Assessment Manual** – All assessment tasks undertake marking moderation every semester.			**Unit Preparation** – Completed prior to each semester delivery
Moderation of Assessment | Practice (Type III) *Unit Coordinator + Independent Reviewer*	**Moderation of Assessment Manual** – All assessment tasks undergo an independent practice review every 03 years.	**Course checks** – Rotate independent practice review every 3 years per Discipline	**Course checks** – Rotate independent practice review every 3 years per Course Build **Moderation of Assessment** (MoA) III into the process of assessment re design.	**Assessment Review** – Completed as part of any assessment review to identify enhancements. **Unit Preparation** – Completed post semester delivery. **Peer enhancement** – Individual unit reviews from multiple semester deliveries to show ongoing enhancement.

Unit Description Review		Unit Preparation – Completed as part of preparation prior to each semester delivery per Discipline	Unit Preparation – Completed as part of preparation prior to each semester delivery per Course	Peer enhancement – Individual unit reviews from multiple semester deliveries to show ongoing enhancement.

- **Additional Notes/Considerations**
  - This is the first time such targets and percentages have been set to review higher education quality assurance at the unit level
  - These targets will be reviewed during 2024 and adjusted where appropriate.
  - These quality assurance measures also relate to the units delivered by partners including *FedOnline,* given all units are owned and quality assurance by Institutes.

- **Lead developer,** Tulsa Andrews (Centre for Academic Innovation)
- **Adjusted**, Prof. Nina Fotinatos, Chair, Learning and Teaching Quality Committee.
- **Consultation:** Occurred with the Institute Directors (Learning and Teaching), Dean, Graduate Research School, Dean, Global Professional School.
- **Endorsed and approved:** Learning and Teaching Quality Committee Thursday 7 March 2024
- **Minor amendments made post meeting. DLT endorsement. Disseminated on FedNews and on website week of Monday 23.4.24.**

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