

Purpose:

An External Advisory is established for each course or group of courses to advise the School Committee/ HDR Review Panel and Learning & Teaching/ Research Committee on the development of courses, matters relating to the quality assurance of courses, industry and professional standards, sector changes and the administrative processes of the course or group of courses.

Terms of Reference:

1. To ensure high-level academic standing of the course. To this end, the advisory process will ensure that:
 - a) the course has a clear rationale, appropriate structure and content and benchmarked learning outcomes mapped to the appropriate AQF levels;
 - b) the course has currency and is appropriately resourced;
 - c) the course provides students with opportunity to engage in an intellectually challenging and rewarding learning environment;
 - d) the course content, including progression of teaching and learning outcomes is mapped appropriately to assessment strategies at appropriate course levels and is consistent with the aims and objectives of the course; and
 - e) course delivery is appropriate in terms of engagement, innovation and standards.
2. To ensure that courses remain relevant to workforce needs and achieve industry and professional standards. To this end, the advisory process should ensure that graduates of the course are aware of:
 - a) the workforce standards and expectations;
 - b) the changing needs or focus of the profession and industry environment;
 - c) the workforce risks and challenges; and
 - d) existing, emerging and potential markets.
3. The advisory process chosen may be one that includes a number of courses or be specific to a particular course.
4. The advisory process chosen may also:
 - a) provide avenues for community input into the enhancement and further development of courses;
 - b) encourage recognition of the course by relevant bodies; and
 - c) assist in the promotion of courses.
5. The minimum requirements of the terms of reference are that, for every course, there must be:
 - a) adequate external representation;
 - b) documents sent out to advisories at least two weeks before the Advisory;
 - c) a clear indication of role and responsibilities of the panel;
 - d) an identified advisory process in place; and
 - e) records of all aspects of the process.

6. It is the responsibility of the Head of School/ Director HDR to ensure that the advisory process chosen for each course meets the minimum requirements of the terms of reference and that in the advisory process overall there is the expertise to address all of the objectives of the terms of reference.

Membership:

Course Convenor or equivalent from another institution (*Chair*)

External Industry or Professional Representative (at least one)

External Academics

Deputy Vice Chancellor

Dean (Learning & Teaching)/ Dean (Research)

Head of School/ Director HDR

Course Convenor(s)

School Administrative Officer (*Secretary*)

Provost *ex officio*

The Head of School, in consultation with the Course Convenor(s) and Deputy Vice Chancellor, may invite any relevant person to attend a meeting if such persons can provide advice on key issues.

Meeting Schedule:

Minimum of 2 meetings during the course's accreditation period which is normally five years.

Post External Advisory Meeting Process:

Minutes of the External Advisory must be sent to the Chair of the External Advisory for sign-off and circulated to External Advisory members including the Course Convenor and Head of School/Director HDR.

In response to the External Advisory discussion, the Course Convenor, in consultation with the Head of School/ Director HDR (or Deputy Vice Chancellor), will create an Action Plan and monitor progress against it. This will be shared with the relevant School Committee/ HDR Committee and Academic Quality Committee, by the Course Convenor.

Table of Amendments

Version Number	5.1	Replaces Version	5.0, 6 June 2022
Implementation Date	1 February 2024	Scheduled Review Date	August 2028
Approving Body	Academic Board	Approval Date	30 August 2023
Policy Owner	Vice Chancellor	Date first introduced	unknown
Short description of amendment	Minor, largely typographical, changes Updated position titles		