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...eview may be approved by the Pro-Vice-Chancellor Student Learning
...In a Consolidated Review, modifications to the standard Program
...cess are made where potential resource and workload efficiencies
...identified for the conduct of the review. This Fact Sheet outlines the
...ility requirements, and process of Consolidated Program Reviews.

Reviews are designed to support Faculties, Schools and staff to address future prospects, give recognition to successful outcomes, and identify enhancement opportunities through formative self-evaluation, benchmarking against national and international universities, and stakeholder engagement.

Reviews play a significant role in ensuring operational alignment with internal and external regulatory standards and frameworks, including any relevant professional accreditation standards. Reviews support and inform the University's strategic direction, policies, and systems.

The aim and scope of every Program Review is determined by the approved Terms of Reference, developed by the Executive Dean in consultation with relevant staff for approval by the PVC(SL).

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Eligibility

A Consolidated Program Review can only be undertaken with the approval of the PVC(SL). Requests may be denied for operational or other reasons.

To be eligible for a Consolidated Review, program(s) must have:

- achieved external accreditation within the past two years; OR
- had a Major Revision approved within the past two years (other than minor structural or content changes, amendments submitted to APEAC via memorandum rather than the proposal process are ineligible or changes with only legislative or reporting implications); OR
- low program enrolment numbers (<15 students); and not otherwise able to be reviewed together with a cognate program; and at risk of being non-compliant with HESF.

Note that new programs are ineligible to nominate for a consolidated review. New programs require a standard program review after two successive cohorts have graduated (program duration plus one year).

Process

In the year preceding a proposed review, Education Quality contact relevant Executive Deans to agree upon which programs will be reviewed and to identify those eligible for consolidated review. Independent reviewer nominations and the review Terms of Reference are sought from the Executive Deans for approval by the PVC(SL).

The standard Terms of Reference (ToR) template for Program Reviews is available from the Review Resources web page. For all reviews, the Executive Dean may submit modified or alternative ToR for approval by the PVC(SL).

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An internal team appointed by the Executive Dean is responsible for undertaking a reflective, evidence informed self-evaluation process, commencing no less than seven months prior to the Review and guided by the approved ToR.

The outcome of this process is the Self Evaluation Report (SER). A template for completing the SER is available from the [Review Resources web page](#).

Where external accreditation or major revision is the basis of the Consolidated process, the associated application and approval documentation are used as the basis for the review. A 'gap analysis' should be conducted by the internal team to identify the gaps between any review processes already undertaken and what is still needed to meet the requirements of a standard program review SER. Comparing the requirements of an external accreditation or a major revision submission with the ToR, for example, may identify those items not addressed that remain to be evaluated.

Where programs have low enrolments, a complete SER is required. As discrete, "niche" programs, the report may not be as onerous to develop as for a large program or a larger suite of related programs.

The completed SER is submitted by the Executive Dean to Education Quality by the agreed deadline. The SER is then released along with other background information to the independent reviewer/s.

Unlike a standard Program Review, the independent reviewer/s do not typically meet with internal or external stakeholders. Education Quality provide the SER and other relevant background documentation to assist with a desktop review. This information may comprise:

- Annotated ToR, detailing the relationship to the background information
- Accreditation documentation (where the consolidated review is based upon an accreditation within the past two years)
- Major revision approval documentation (where the consolidated review is based upon a major revision within the past two years)
- Program performance data (QILT, SELT, enrolment and retention data)
- Relevant University strategy
- Academic program rules
- Program learning outcomes
- Course outlines
- Any stakeholder submissions to the review

To support the background information, Education Quality invite written submissions from stakeholders, including students, industry representatives and professional groups. Stakeholders are identified with advice from the relevant school (for external contacts), via Staff News, and via emailing students directly enrolled into the relevant program, Vice-Chancellor's Executive, and staff (via the Business Manager).