This is a draft procedure under development and is subject to review by Risk, Compliance and Audit. It should not be construed as an approved University procedure and acted upon as such.   
Any comments on this draft should be directed to the designated contact on the   
[*draft policies webpage*](https://www.curtin.edu.au/about/governance/compliance-legal/draft-policy/)

**School Review, Deep Dive, and Strategic Conversation Procedure**

1. COMPLIANCE OBLIGATION SUPPORTED

[*Quality Assurance Framework Policy*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/#Q) *(forthcoming)*

1. PROCEDURAL DETAILS

The procedure supports various types of organisational reviews at the school level.

* 1. **Review Cycle**

The reviews will be conducted in planned cycles as outlined below, unless varied by the Vice-Chancellor.

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| **Type of Review** | **Frequency** | **Description** |
| School Review | Once every 6 years | A comprehensive evaluation of the School’s alignment with Curtin University’s Strategic Objectives and HESF 2021 through self-assessment, external validation, and stakeholder engagement. Includes a School presentation to the Review Panel (“the Panel”) focusing areas of high performance and concern. |
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| Deep Dive | Once every 3 years | An in-depth analysis requiring the School to produce a Self-Assessment Report focused on current performance and future planning. Includes a School presentation to the Panel, focusing on areas of high performance and concern. |
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| Strategic Conversation | Annual | School presentation to the Panel focusing on areas of high performance and concern. |

* 1. **School Review Process** 
     1. **Review Initiation**
     2. The Office of Strategy and Planning (OSP) will notify the Head of School (HoS) and the School Business Manager (SBM) of the upcoming review, provide relevant templates, school scorecard and other relevant data required to initiate the review.
     3. OSP will schedule a commencement meeting with HoS to discuss the review scope, timelines, and other requirements.
     4. **Report Preparation**
     5. The HoS will provide materials requested by the OSP to conduct the School Review and stakeholder consultations.
     6. The HoS will prepare the Self-Assessment Report and submit it to OSP by the set deadline.
     7. OSP will prepare a School Review Report and share it with the HoS.
     8. OSP will share relevant review documentation including Self-Assessment, Scorecards, School Review report, and Powerpoint to Panel, allowing sufficient time for the Panel to review documents before the School’s presentation.
     9. **School Presentation**
     10. The School will present its self-assessment findings to the Panel.
     11. OSP will present the School Review findings during the presentation.
     12. OSP will document meeting notes and actions items discussed.
     13. **Action Plan and Implementation**
     14. OSP will circulate the final documentation including confirmed meeting notes and action items to all relevant stakeholders.
     15. The HoS will follow up on actions and prepare an implementation plan.
     16. OSP will table the Review outcomes, including the action plan, to the Academic Board for noting.
     17. The HoS will provide annual updates on the status of the implementation plan to the Panel and OSP.
  2. **Deep Dive Process** 
     1. **Review Initiation**
     2. The Office of Strategy and Planning (OSP) will notify the Head of School (HoS) and the School Business Manager (SBM) of the upcoming review, providing relevant templates, school scorecard and other relevant data required to initiate the review.
     3. OSP will schedule a commencement meeting with HoS to discuss the review scope, timelines, and other requirements.
     4. **Report Preparation**
     5. The HoS will prepare the Self-Assessment Report and submit it to OSP by the set deadline.
     6. OSP will share relevant review documentation including the Self-Assessment, Scorecards, School Review report, and Powerpoint with the Panel, allowing sufficient time for the Panel to review documents before the School’s presentation.
     7. **School Presentation**
     8. The School will present its self-assessment findings to the Panel.
     9. OSP will document meeting notes and actions items discussed.
     10. **Action Plan and Implementation**
     11. OSP will circulate the final documentation including confirmed meeting notes and action items to all relevant stakeholders.
     12. The HoS will follow up on actions and prepare an implementation plan.
     13. OSP will table the Review outcomes, including the action plan, to the Academic Board for noting.
     14. The HoS will provide annual updates on the status of the implementation plan to the Panel and OSP.
  3. **Strategic Conversation Process** 
     1. **Review Initiation**

1. Office of Strategy and Planning (OSP) will notify the Head of School (HoS) and the School Business Manager (SBM) of the upcoming review, providing relevant templates, school scorecard and other relevant data required to initiate the process.
   * 1. **Report Preparation**
     2. The HoS will prepare the presentation and submit it to the OSP by given deadline.
     3. OSP will share relevant documentation provided by the School with the Panel providing sufficient time to the Panel to review documents prior to the School’s presentation.
     4. **Presentation**
     5. The School will present its findings to the Panel.
     6. OSP will document meeting notes and actions items discussed.
     7. **Action Plan and Implementation**
     8. OSP will circulate the final documentation including confirmed meeting notes and action items to all relevant stakeholders.
     9. The HoS will follow up on actions and prepare an implementation plan.
     10. OSP will table the Review outcomes, including the action plan, to the Academic Board for noting.
     11. The HoS will provide annual updates on the status of the implementation plan to the Panel and OSP.
   1. **Record Keeping and Reporting**

OSP will maintain a record of all final report documents and action plans in the designated Sharedrive repository.

* 1. **Review Criteria**

The review criteria will be approved by the Senior Executive Team (SET) ahead of the review cycle.

1. RESPONSIBILITIES
   1. The Head of School will be responsible for:
      1. Preparing required documentation in consultation with relevant stakeholders;
      2. Presenting review outcomes to the Panel;
      3. Being accountable for all actions arising from the review; and
      4. Providing access to industry accreditation reports, course review reports, stakeholders list and other necessary documents as may be required.
   2. The Office of Strategy and Planning (OSP) will be responsible for:
      1. Organising the review schedule in consultation the Vice-Chancellor’s Office and the relevant stakeholders from the School;
      2. Reporting to the Panel, Senior Executive Team (SET), and Academic Board (AB) on the progress and recommendations of the reviews;
      3. Preparing the School Review Report to evaluate School’s performance and present findings as may be required;
      4. Providing executive support during review process; and
      5. Developing mechanisms required to deliver the purpose set by these procedures.
2. SCOPE OF PROCEDURES
   1. The procedures apply to employees, students, adjuncts, University Associates, Council members, partners, contractors and visitors in any location or campus, offshore or within Australia.
   2. The procedures do not apply to *P1: Course Design, Approval and Review Policy*; *PC8: Course Review Procedures* and *PC16: Professional Accreditation Procedures*) in the [*Course Quality Assurance Manual*](#RelatedDocsLinks).

DEFINITIONS

(Note: Commonly defined terms are located in the [*Curtin Common Definitions*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/). Any defined terms below are specific to this document)

**Review Panel (“the Panel”):**  The Panel will be approved by the Vice Chancellor.

1. SCHEDULES

**Schedule 1**

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| **Step by Step Process** | |  | |
| **Stage** | **School Review (6 Years)** | **Deep Dive (3 Years)** | **Strategic Conversation (Annual)** |
| Initiation | OSP notifies HoS/SBM; commencement meeting to discuss scope | OSP notifies HoS/SBM; commencement meeting to discuss scope | OSP notifies HoS/SBM; no commencement meeting required |
| Document Requirements | Self-Assurance Report, School Report, PowerPoint Presentation, School Scorecard, Stakeholder Consultation List, External Referencing Documents, Other materials as required | Self-Assessment Report, PowerPoint Presentation, School Scorecard, Other materials as required | PowerPoint Presentation, and Other materials as required |
| Stakeholder Consultation | OSP conducts stakeholder consultation (Internal and External) | Not Applicable | Not applicable |
| Progress Meeting | OSP meets with HoS/SBM to check on the progress of the review and reports | Not Applicable | Not applicable |
| Deliverables from School | Self-Assessment Report,  Powerpoint Presentation,  Stakeholder list,  Field of Education List, Other documents as may be required | Self-Assessment Report,  Powerpoint Presentation, Other documents as may be required | Powerpoint Presentation, Other documents as may be required |
| Deliverables from OSP | School Review Report,  Presentation slide on review findings | Not applicable | Not Applicable |
| Final Submission to the Panel | OSP submits all relevant documents to the Panel prior to presentation | OSP submits all relevant documents the Panel prior to presentation | OSP submits all relevant documents the Panel prior to presentation |
| Presentation | School and OSP present review findings to the Panel | School presents report findings the Panel | School presents report findings the Panel |
| Action Plan Implementation | HoS implements action plan and provide annual updates to the Panel and OSP as may be required | HoS implements action plan and provide annual updates to the Panel and OSP as may be required | HoS implements action plan and provide annual updates to the Panel and OSP as may be required |
| Reporting | OSP tables review findings and action plan to Academic Board for noting | OSP tables review findings and action plan to Academic Board for noting | OSP table review findings and action plan to Academic Board for noting |
| Record Keeping | OSP responsible to archive final documents and action plans on the Sharedrive | OSP responsible to archive final documents and action plans on the Sharedrive | OSP responsible to archive final documents and action plans on the Sharedrive |

1. RELATED DOCUMENTS/LINKS/FORMS

* *Quality Assurance Framework Policy (forthcoming)*
* [Curtin University’s Strategic Objectives](https://staffportal.curtin.edu.au/governance/strategic-planning/strategic-plan/)
* [*Course Quality Assurance Manual*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/#C)
* *[Establishment and Change of Organisational Units Procedures](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/" \l "e)*

External

* *[Higher Education Standards Framework (Threshold Standards) 2021](https://www.teqsa.gov.au/how-we-regulate/higher-education-standards-framework-2021)*
* *[National Code of Practice for Providers of Education and Training to Overseas Students 2018](https://www.teqsa.gov.au/how-we-regulate/acts-and-standards/national-code-practice)*
* [*Education Services for Overseas Students Act 2000*](https://www.legislation.gov.au/Details/C2022C00066)(Cth)

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| **Policy Compliance Officer** | [Melissa Thong,](https://staffportal.curtin.edu.au/staff/profile/view/melissa-thong-3b9132d2/) Director, Strategy, Performance and Marketing Analysis |
| **Policy Manager** | Chief Strategy and Marketing Officer |
| **Approval Authority** | Chief Strategy and Marketing Officer |
| **Review Date** | 1st April 20xx (3 years from date of approval) |

**REVISION HISTORY** (*filled out by Risk, Compliance and Audit*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Approved/ Amended/ Rescinded** | **Date** | **Committee / Board / Executive Manager** | **Approval / Resolution Number** | **Key Changes & Notes** |
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