

Course External Advisory Committee—Terms of Reference

Establishment & Purpose	<p>An External Course Advisory is established for each course or group of courses to advise the Faculty Board through the Faculty Learning & Teaching 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 courses for which it is responsible.</p>
Membership	<p>Course Convenor or equivalent from another institution OR Industry Advisory Board Representative (Chair) External Industry Member or Member of a Professional Body (at least one) External Academic Members for each of the main teaching disciplines on the faculty Faculty Dean Heads of Schools within the faculty Course Convenor(s) (at least one) (Secretary) The Vice-President (Academic & Research) ex officio The Faculty External Advisory Committee may invite any relevant person to attend a meeting if such persons can provide advice on key issues.</p>
Time-Frame	<p>Minimum of 2 meetings in a 6 year period for course accreditation. Annual External Advisory forums are encouraged for dialogue on continuous improvement around targeted disciplines as advised by the Course Convenor, the Chair of Academic Board or the relevant Vice-President.</p>
Aims	<p>To ensure high-level academic standing of the course. To this end, the advisory process will ensure that:</p> <ul style="list-style-type: none"> • the course has a clear rationale, appropriate structure and content and benchmarked learning outcomes mapped to the appropriate AQF levels • the course has currency and is appropriately resourced • the course provides students with opportunity to engage in an intellectually challenging and rewarding learning environment • 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 • course delivery is appropriate in terms of engagement, innovation and standards <p>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:</p> <ul style="list-style-type: none"> • The workforce standards and expectations • The changing needs or focus of the profession and industry environment • the workforce risks and challenges