

# Higher Education Delivery on the Sydney Campus

## Procedure

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Procedure owner :	Associate Director Higher Education and Quality
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Related policies and documents:	Higher Education Delivery on a Satellite Campus Policy

### Purpose

The purpose of this procedure is to document WAI's execution of Higher Education Delivery on a Satellite Campus Policy for WAI's Sydney Campus, Bowden St. Alexandria Sydney, NSW.

The Sydney Campus is located in Australia and so, like the main campus, operates under the authority of TEQSA and ESOS.

The Sydney Campus is a wholly owned operation of WAI and as such, no third parties are involved and thus, no third party arrangements are required.

All aspects of this procedure are managed by a Sydney Campus HE Oversight Team. The team reports to the Executive Associate Director Higher Education and Quality.

### Procedure

#### Incoming Management and Governance

At a minimum, the Sydney Campus HE Oversight Team will include:

- a) Associate Director Higher Education + Quality
- b) Manager Training NSW, Sydney
- c) Associate Dean (Higher Education Operations)
- d) Portfolio Leader (Sydney Campus)
- e) Standards Officer
- f) Student Services Representative (from existing Sydney team)
- g) Corporate Administration Representative (from existing Sydney team)
- h) International Office Representative (from existing Sydney team)
- i) Other members may be co-opted as required.

The Sydney Campus HE Oversight Team is responsible for:

- Execution of the Institute's plan to deliver higher education courses on the Sydney campus, including the management, implementation and documentation, especially in terms of the allocation of duties between the Melbourne campus and the Sydney campus in terms of, but not limited to:
  - (a) Marketing: promotion and recruitment,
  - (b) Student Administration: admissions, enrolment, orientation, re-enrolment, progression, and graduation
  - (c) Student Support: LRC, learning support officers, student counsellors, pastoral care, clubs and societies, student activities, alumni association
  - (d) Teaching: timetabling and delivery, learning spaces and classrooms, teaching materials, the Learning Management System, assessments and examinations, marking and formalising results
  - (e) Staff: recruitment, selection and recommendation, induction, training and professional development and operational management,

- (f) Administration: setting of fees, receipting and managing tuition, incurring and recording disbursements, accounting for delivery operations.
- (g) Educational Quality Assurance which will rest exclusively and explicitly with 555 La Trobe St. including, representation on Board of Studies and Higher Education Academic Board.
- Deployment of the extant WAI Policies and Procedures at the satellite campus, including upgrading the policies, procedures business processes and business rules of the remote location to ensure their proper integration into the extant WAI Policies and Procedures, ensuring adherence to the central policy tenant of *“the satellite delivery location must provide the student with essentially the same educational, pastoral, industrial, and personal experience as that enjoyed by students on the main campus”*.

#### Ongoing Management and Governance, Quality Assurance and Financial and Risk Oversight

The HE delivery on the Sydney Campus is treated as a reportable entity and active participant in WAI's higher education offerings. As such, the Sydney campus will:

- Be represented on the Board of Studies and the Higher Education Academic Board:
- The Portfolio Leader (Sydney Campus) (ex officio)
- The Sydney Campus Staff Representative (as elected by the full time higher education staff in the Sydney campus)
- Doctoral qualified staff on the Sydney Campus will have a standing invitation to attend the BoS and HEAB.

On an annual basis the Sydney Campus HE Oversight Team will review its performance against the objective and performance measures of the Institute's annual business plan and budget and reports this to the BoS, HEAB and Executive. This review must also address:

- a) Summary Review of all aspects of Academic performance, both monitoring and review;
- b) Financial Statement;
- c) Compliance Statement informed by annual audit with specific reference to the National Code (as per the Standard 11.2.5);
- d) Risk Statement.