

## Education Equivalence Policy

APPROVAL AND REVIEW	
Policy Title:	Education Equivalence Policy
Policy Owner:	Dean of Studies
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Superseded Documents:	Course Equivalence Policy, PO/ACAD/04/08
Publication:	This policy is published on the staff intranet
<b>Endorsed by Academic Board</b>	13 November 2014

### POLICY INTENT

The overall intent of the Education Equivalence Policy is to ensure that Insearch has in place effective management and quality assurance mechanisms to ensure the achievement of equivalent learning outcomes of Insearch educational programs delivered by Insearch, or their agent regardless of location.

The Higher Education Standards Framework (Threshold Standards) 2011 and NEAS International Standards and Criteria for ELT Centres underpin this policy.

### SCOPE

This policy applies to all staff members involved in the design and management of Insearch courses and to enrolled students across all of the courses offered by Insearch or their agents, regardless of location.

### DEFINITIONS

Agents	In the context of this policy agents refers to third party organisations who are contracted by Insearch limited to deliver in part of full Insearch English or Academic Programs
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Academic Courses	UTS Foundation Studies and Insearch Higher Education Diplomas (AQF level 5).

Course Levels	A course of study. The sequence of academic subjects or ELT
Education Programs	ELT and academic courses
ELT	English Language Teaching programs developed by Insearch
Equivalence	Programs and courses are equivalent if they have the same intended learning outcomes and consequently the same graduate profile.
Moderation	A quality assurance process to ensure that grades are awarded appropriately, accurately, consistently and in keeping with the agreed Insearch grading criteria and Insearch's academic standards, regardless of location.
NEAS	NEAS is a not-for-profit organisation that provides independent quality assurance in the burgeoning English Language Teaching (ELT) sector.
Program	Course
Student Support	The various mechanisms that Insearch has in place to assist students achieve the intended learning outcome of the course in which they are enrolled.

## POLICY PRINCIPLES

1. Insearch endeavours to ensure that its educational programs, regardless of location, result in equivalent learning outcomes for students who successfully complete. This is achieved through the quality assurance of standards, alignment of course structure and curriculum, provision of appropriate student support, suitably qualified teaching staff and regular monitoring and evaluation.
2. Inclusivity and cultural appropriateness
3. Access to information and support to students to enable achievement of equivalent learning outcomes
4. Access to information and support to staff (academic and administrative) to enable equivalence

## POLICY STATEMENTS

1. Student application, admission and enrolment
  - 1.1 Student selection processes must involve equivalent assessment of applicants against the prescribed Insearch Academic Board approved course admission requirements in accordance with the Insearch *Student Application, Admission and Enrolment Policy* and *Recognition of Prior Learning Policy*;
  - 1.2 All students are expected to be provided with a culturally appropriate orientation that familiarises them with policies, grievance processes and student services available.
2. Staff requirements
  - 2.1 Minimum academic qualifications for staff teaching in Insearch programs are:
    - 2.1.1 Higher Education Diploma academic staff: a Bachelor's degree in the relevant discipline for the subject area being taught and a Master's degree in a related area of study. One of these qualifications must have been obtained from a University that delivers its program in English. The qualifications must also conform to in-country requirements.
    - 2.1.2 UTS Foundation Studies Program academic staff: a Bachelor's degree in the relevant discipline for the subject being taught and a postgraduate qualification in Education. The qualifications must also conform to in-country requirements.
    - 2.1.3 Insearch English Language Training program: native speaker teachers must have a Bachelor's degree and Cambridge CELTA or its equivalent English language training qualification.
    - 2.1.4 Insearch English Language Training program: (non-native speaking teachers who are not able to attain a CELTA must have completed a teaching qualification and hold a Bachelor's degree and a Master's degree in a related area of study. One of these qualifications must have been obtained from a University that delivers its program in English. They must also have successfully completed the Insearch English Program Teacher Training Course.
    - 2.1.5 Minimum English language qualifications for staff teaching in Insearch programs are: English language proficiency equivalent to IELTS 7.5 overall with no skills band less than 7.5;
  - 2.2 The curriculum vitae, together with certified copies of degrees and English language test results of all teachers employed to teach on Insearch programs must be retained as evidence of compliance;
  - 2.3 The provider (agent) must have written policies governing the recruitment, induction and ongoing professional development of teachers. These should align with relevant Insearch policies;
  - 2.4 All teaching staff, regardless of location, will be provided and acquainted with all policies and procedures relevant to their work;
  - 2.5 All teaching staff, regardless of location, will be provided with appropriate and regular professional development opportunities.

3. Facilities equipment and teaching resources
  - 3.1 Students and staff will have sufficient access to facilities, equipment and teaching resources to enable the achievement of the learning outcomes of the course in which they are engaged.
4. Curriculum standards
  - 4.1 Educational programs will be designed to ensure equivalent student learning outcomes regardless of a student's place or mode of study;
  - 4.2 An equivalent course may vary in the choice of electives that are offered. Nevertheless, each course structure must enable students to achieve equivalent learning outcomes;
  - 4.3 For equivalent courses, equivalent teaching and learning materials must be used. However, where the content of certain subjects is modified to suit local and/or cultural circumstances, or the mode of delivery so requires, corresponding modifications to the use of teaching and learning materials may be appropriate, but must be approved by the Associate Dean of Studies;
  - 4.4 Courses will be subject to systematic internal and external review processes to maintain integrity of the course and ensure continuous improvement.
5. Assessment standards
  - 5.1 Assessment tasks and assessment standards will be sufficiently comparable and consistent across diverse locations and learning situations to produce equivalent learning outcomes appropriate to the relevant educational program; this is ensured through moderation processes.
  - 5.2 Regular and systematic moderation of assessment practices will take place between locations in accordance with the *Insearch Assessment Policy*.
6. Student Support
  - 6.1 Where an equivalent course is offered offshore, sufficient access to learning support will be provided to enable students to pursue their studies and achieve the relevant learning outcomes. Support includes access to:
    - a) teaching and learning advice from teaching staff
    - b) appropriate library and other learning resources
    - c) advice on other support services available
    - d) course and other student information
    - e) advice on rules and policies applicable to students enrolled in offshore courses.
7. Student evaluation
  - 7.1 Students will be able to provide evaluation of teaching regardless of location;
  - 7.2 Results of evaluation will be provided to relevant staff to be used in regular and systematic review of course delivery.
8. Appeal
  - 8.1 Students and staff will have access to a formal complaints policy and procedure.
9. Quality assurance
  - 9.1 Courses offered in all locations will have quality assurance arrangements endorsed by the Insearch Academic Board;
  - 9.2 Regarding any course of study offered through arrangements with another entity whether in Australia or overseas, the course documentation will specify the detailed quality assurance arrangements that have been made with the other entity to ensure student learning outcomes are equivalent to those when the course of study is offered directly by the higher education provider (CAC Std. 1.10);

- 9.3 Comparative course performance data, including trend data, will be reported to Academic Board on a regular basis.

## ROLES AND RESPONSIBILITIES

Insearch Academic Board	Receive course performance data
Dean of Studies	Ensures this policy is followed Ensures courses are systematically reviewed
Associate Dean of Studies	Approves changes of subject content and teaching and prescribed learning materials Ensure appropriate orientation is provided to all students Monitors and reports to Academic Board on quality indicators
Insearch Program Managers	Manages and reports to Academic Board on moderation of Insearch Academic Courses
Insearch Curriculum Manager	Manages and reports to Academic Board on moderation of Insearch English courses
COO	Ensures adherence to Student Application, Admission and Enrolment Policy

## SUPPORTING DOCUMENTS

- Foundation Studies National Standards
- Australian Qualifications Framework.

## INSEARCH POLICIES

- Assessment Policy
- Student Application, Admission and Enrolment Policy
- Student Complaint Policy
- Misconduct Policy
- Recognition of Prior Learning Policy

## VERSION CONTROL AND CHANGE HISTORY

Date	Version	Approved by and resolution no.	Amendment
<p>Signature:</p> <p>Name: <b>Dr Rosie Wickert, Chair of Academic Board</b> Date:</p>			