

Higher Education Delivery on an Onshore Remote Campus

Procedure

Code and version control:	HEQ038/21-02-2023
Procedure owner :	Director Education
Date approved by CEO:	21 February 2023
Scheduled review date:	21 February 2026
Related policies and documents:	Higher Education Delivery on an Onshore Remote Campus Policy

Purpose

To ensure William Angliss Institute (WAI) documents its procedure for execution of Higher Education (HE) Delivery on an Onshore Remote campus:

Onshore Remote campus: <i>(enter campus detail)</i>	E.g. WAI's Sydney Campus, Bowden St. Alexandria Sydney, NSW.
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Examples provided to demonstrate type of information

Procedure

All aspects of this procedure are managed by the Director Education, William Angliss Institute

Remote campus Incoming Management and Governance Committee

The Director Education will establish a Remote campus Incoming Management and Governance Committee to oversee the execution of the Remote campus planning, launch and initial operations

This committee will include:

- Director Education
- Remote campus - Designated Manager
- Remote campus - Education Operational Manager
- Remote campus - Student Services Representative
- Remote campus - Corporate Administration Representative
- WAI - Manager Higher Education
- WAI - Assistant Manager Higher Education
- WAI - Course Leader
- WAI - Designated Officer – expertise in HESF Threshold Standards (2021)
- WAI - Designated Officer - International Office Representative
- Other members may be co-opted as required.

(Remote campus position naming convention may be amended as appropriate)

The Remote Campus Incoming Management and Governance Committee is responsible for:

- Execution of the Institute's plan to deliver higher education courses on the Remote campus, including the management, implementation and documentation:
 - (a) Project timetable and allocation of duties between the Melbourne campus and Remote Campus.
 - (b) Marketing: promotion and recruitment.
 - (c) Student Administration: admissions, enrolment, orientation, re-enrolment, progression, and graduation.
 - (d) Student Support: LRC, learning support officers, student counsellors, pastoral care, clubs and societies, student activities, alumni association.

- (e) Teaching: timetabling and delivery, learning spaces and classrooms, teaching materials, the Learning Management System, assessments and examinations, marking and formalising results.
 - (f) Staff: recruitment, selection and recommendation, induction, training and professional development and operational management.
 - (g) Administration: setting of fees, receipting and managing tuition, incurring and recording disbursements, accounting for delivery operations.
 - (h) Educational Quality Assurance which will rest exclusively and explicitly with 555 La Trobe St. including, Education Advisory Committee (EAC) and Education Governance Committee (EGC).
- Deployment of the extant WAI Policies and Procedures at the Remote 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 Remote delivery location must provide the student with essentially the same educational experience as that enjoyed by students on the main campus”*.
 - Duration: The Remote Campus Incoming Management and Governance Committee will review set goals with a view to moving operations to business as usual within 18 – 24 months of launch of the Higher Education courses on the Remote Campus. At such time this committee will cease on approval of the WAI Executive.

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

The HE delivery on the Remote Campus is treated as a reportable entity and active participant in WAI's higher education offerings. As such, the Remote campus will be represented on the WAI Education Advisory Committee.

On an annual basis the Remote Campus performance will be reviewed against the Financial and Risk objective and performance measures of the Institute's annual business plan and budget and will be reported to the Executive.

Academic performance, Governance and Quality Assurance will be included in governance reporting, course reports and report against any set performance criteria to the Education Advisory Committee and Education Governance Committee as determined by their Terms of Reference.