

UNIT REVIEW CYCLE POLICY

Document Control
Reference: POL-xxx
Status: Active
Classification: Confidential
Issue No.:
Issue Date:
Page: 1 of 4

Purpose	The purpose of this policy is to ensure that each unit offered as part of a degree program at BPP Institute is reviewed on a regular basis to ensure currency, relevance and accuracy. The review cycle informs the process for improvement and is an important part of BPP Institute's quality assurance framework.
Scope	This policy applies to all units offered at BPP Institute and to scheduled and unscheduled unit reviews.
Policy Principles	<p>1. General</p> <p>1.1. This policy describes the minimum requirements for a unit review cycle. To ensure that each unit is providing an effective learning experience for students there must be a regular review cycle in place.</p> <p>2. Review Cycle</p> <p>2.1. The review cycle will be as follows:</p> <p>a. Each unit must be reviewed at least once each calendar year and the majority of units are reviewed during the annual unit review process held in January/February;</p> <p>b. The review will take into account:</p> <ul style="list-style-type: none">• Feedback and comments from academic staff, informed by scholarly activity;• Student survey data including written responses and quantitative data;• Pass rates and grade distributions for the unit during the past 12 months;• Feedback obtained through the moderation of assessment processes; <p>c. The review will ensure compliance with HESF Standard 3.1.2, 3.1.3 and 5.3.3 for each unit including:</p> <ul style="list-style-type: none">• Knowledge and inquiry consistent with the level of study;• Consistency of the content with the unit learning outcomes;• Current knowledge, underlying theoretical and conceptual frameworks, and emerging concepts in the discipline informed by recent scholarship• Activities arranged to foster progressive and coherent achievement of the unit learning outcomes

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
CRICOS Provider No. 01718J

UNIT REVIEW CYCLE POLICY

Document Control
Reference: POL-xxx
Status: Active
Classification: Confidential
Issue No.:
Issue Date:
Page: 2 of 4

	<p>d. The review process will also ensure that the units that collectively make up a course are arranged to foster progressive and coherent achievement of the course learning outcomes.</p> <p>e. The review will result in:</p> <ul style="list-style-type: none">• Unit Review Reports to indicate suggestions for improvement within each unit;• Course Review Reports to indicate potential course changes. <p>f. All reports will be submitted to the Teaching and Learning Committee for endorsement prior to implementation</p> <p>g. All Unit and Course Review Reports will be signed-off by the relevant Head of Discipline and the Dean prior to wider release;</p> <p>h. A summary from the Unit Review Report will be posted on the unit Moodle site to inform students of proposed changes and the reasons for those changes.</p> <p>2.2. Following an analysis of the Reports by the Teaching and Learning Committee, the Unit or Course Coordinator will make the necessary changes ready for implementation in the next study period. Changes to units that affect a students' study plan, including removing core units, adding core units or changing the level of a unit, will require giving 12 months' notice to students as described in the Unit and Course Teach-out Policy.</p>
Related Documents	Graduate Attributes Policy Course Review Cycle Policy Course Review Report Unit Policy Unit Review Report Unit and Course Teach-out Policy
<i>For Administrative Use Only</i>	
Responsible Officer	Dean

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
CRICOS Provider No. 01718J

UNIT REVIEW CYCLE POLICY

Document Control
Reference: POL-xxx
Status: **Active**
Classification: Confidential
Issue No.:
Issue Date:
Page: 3 of 4

Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

Version History

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
CRICOS Provider No. 01718J

UNIT REVIEW CYCLE POLICY

Document Control
Reference: POL-xxx
Status: **Active**
Classification: Confidential
Issue No.:
Issue Date:
Page: 4 of 4

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
CRICOS Provider No. 01718J