

Student Participation in Decision-Making

Policy

Table of Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
4. POLICY	3
4.1. Policy Statement	3
4.2. Academic Board	3
4.3. Course Advisory Committee	4
4.4. Learning and Teaching Committee	4
4.5. Working Parties	4
4.6. Student Representative Council	4
4.7. Student Feedback	5
4.8. Student Contribution through Complaints and Appeals Process	5
5. RELATED DOCUMENTS	5
6. RELEVANT LEGISLATION	5
7. POSITIONS RESPONSIBLE	6
8. APPROVAL INFORMATION	7

1. PURPOSE

The purpose of the Student Participation in Decision-Making Policy is to provide a statement on the participation and involvement of JMC Academy's students in its governance and decision-making processes.

2. SCOPE

The Student Participation in Decision-Making Policy is applicable to all members of the JMC Academy's workforce and students.

For the purposes of this Policy, members of the JMC Academy's workforce will be hereinafter referred to as staff.

3. DEFINITIONS

All other definitions are located in the *JMC Academy Glossary*.

4. POLICY

4.1. Policy Statement

- 4.1.1. All stakeholders, including students, are expected to participate in decision-making processes related to issues in which they have an interest, stake or expertise. At JMC Academy students have a key role in the decision-making and preparation processes.
- 4.1.2. JMC Academy Governing Council establishes and maintains an institutional environment in which freedom of speech is upheld and protected, students and staff are treated equitably, the informed decision-making by students is supported and students have opportunities to participate in the deliberative and decision-making processes of JMC Academy.
- 4.1.3. It is the policy of JMC Academy, in accordance with the *JMC Academy Governance Charter*, that students' opinion and advice are gathered via a series of surveys, meetings, and workshops or in person and sought:
 - 4.1.3.1. By membership of a variety of committees, boards and councils,
 - 4.1.3.2. By operations of a Student Representative Council, and
 - 4.1.3.3. During a well-structured Complaints and Appeals process.

4.2. Academic Board

- 4.2.1. The Academic Board is a committee of the Governing Council and is the primary source of advice to the Council on matters relating to learning, teaching and scholarship.
- 4.2.2. The student representative to the Academic Board is the President or Vice President of the Student Representative Council (SRC) from one JMC campus, elected by the SRC Presidents from all JMC campuses, normally on a rotating basis. The student member of the Academic Board is mentored by a senior academic staff member of the Academic Board who is located on the same campus.
- 4.2.3. The student representative to the Academic Board:
 - 4.2.3.1. Is a voting member of the board who actively contributes to the discussions, provides feedback and reports all student related matters to the board, and
 - 4.2.3.2. Is an important link in communication with student groups, and
 - 4.2.3.3. Ensures student community has extensive input and involvement in the academic decision-making process at JMC Academy.

4.3. Course Advisory Committee

- 4.3.1. A Course Advisory Committee is established by the Academic Board to develop a proposed new higher education course or to review an existing course as directed by the Academic Board.
- 4.3.2. The Course Advisory Committee consults as necessary with the current and recent JMC Academy students, among others, on the content and directions of higher education course under development or review. Student representation on a Course Advisory Committee can be a JMC Alumni student and/or a current student of the discipline.

4.4. Learning and Teaching Committee

- 4.4.1. The Learning and Teaching Committee is the principal advisory committee to the Academic Board for learning and teaching at JMC Academy.
- 4.4.2. The student representative to the Learning and Teaching Committee is the student member nominated by the Student Representative Council (SRC) from one JMC campus. The alumnus representative to the Learning and Teaching Committee is the student invited by the Committee.

4.5. Working Parties

- 4.5.1. From time to time, any of JMC Academy's council, board or a committee may convene Working Party to provide specialist advice. The protocols for membership are determined by the convening governing body to ensure the best possible outcome and may include student membership.

4.6. Student Representative Council

- 4.6.1. The SRC on each campus promotes the collective interests and academic wellbeing of all students at JMC Academy. SRC members are elected by their fellow students to form small groups that work in a variety of ways to enhance the student experience and encourage participation in all aspects of academy life. At JMC Academy the SRC works democratically to represent the student body in the Academy's decision-making process. Students communicate with their peers on each campus and work together with staff members to:
 - 4.6.1.1. Stimulate and contribute to ideas,
 - 4.6.1.2. Identify, promote and develop activities and services relevant to the student body,
 - 4.6.1.3. Encourage student participation and support for internal and external academy events,
 - 4.6.1.4. Share information with the student body in relation to the above, and
 - 4.6.1.5. Provide feedback to the Academic Board, Senior Management and other JMC Academy committees.
- 4.6.2. Nominations for representatives are called for by the Campus Director at the beginning of each year. A representative is elected for a 12-month period. At their first Council meeting the representatives on each campus elect a president and vice president for their campus.
- 4.6.3. The frequency of SRC meetings is up to the SRC but must always occur once before an Academic Board meeting, so that issues can be communicated, and must always occur shortly after an Academic Board meeting so that Board decisions can be relayed back to student representatives.

4.7. Student Feedback

4.7.1. JMC Academy implements processes to enable students to routinely provide feedback on their learning experience and communicate to students, staff and committee members what improvements have been introduced as a result of stakeholder feedback. Students are able to provide feedback via:

- 4.7.1.1. **Internal Student Satisfaction Survey** – this survey is conducted every study period and provides valuable information in regard to teaching staff and learning resources. Findings of this survey are analysed, discussed and acted upon during Study Period Review,
- 4.7.1.2. **Quality Indicators for Learning and Teaching (QILT) Survey** – external survey conducted annually as the initiative of the Department of Education measuring student satisfaction across all aspects of student educational experience. The results of the survey are benchmarked against results of the internal student experience survey as well as other universities and Higher Education Providers within the same or similar field of education in order to:
 - Establish targets,
 - Determine JMC Academy’s position in relation to other institutions, and
 - Provide data to analyse JMC Academy performance, identify areas for improvement, and address these areas,
- 4.7.1.3. **Campus Satisfaction Survey** – this survey is conducted on annual basis. Findings are provided to Campus Directors for analysis and action,
- 4.7.1.4. **Graduation Survey** – this survey is conducted at each graduation and provides valuable information on graduate and employment outcomes,
- 4.7.1.5. **Withdrawal Survey** – this survey is undertaken by students who opt to withdraw from their course of studies and provides information, comments and feedback on students’ educational experience at JMC Academy.

4.8. Student Contribution through Complaints and Appeals Process

- 4.8.1. JMC Academy is committed to providing a framework for fair and equitable processes where complaints and appeals are responded to promptly, effectively and fairly.
- 4.8.2. The student complaints and appeals process is a tiered system involving informal and formal resolution processes and internal and external appeal processes. It covers all aspects of student’s experience at JMC Academy.
- 4.8.3. JMC Academy views student complaints and appeals as an opportunity for self-assessment and to review and improve its programs, practices, systems, and the overall student experience. As such the complaints and appeals processes are a significant way in which students directly and indirectly are participating in the decision-making process of JMC Academy.

5. RELATED DOCUMENTS

- 5.1. JMC Academy Glossary
- 5.2. JMC Academy Governance Charter
- 5.3. Academic Freedom and Freedom of Speech Policy
- 5.4. Student Complaints and Appeals Policy and Procedure

6. RELEVANT LEGISLATION

- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2015
- Higher Education Support Act 2003 (Cth)

- Higher Education Standards Framework (Threshold Standards) 2021

7. POSITIONS RESPONSIBLE

- 7.1. JMC Academy Governing Council
- 7.2. JMC Academy Academic Board
- 7.3. Learning and Teaching Committee
- 7.4. Curriculum Design and Delivery Committees
- 7.5. Course Advisory Committees
- 7.6. Education Services
- 7.7. Students

8. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	Chief Executive Officer
Review date	20/08/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
2.2	Academic Board Executive Committee	17/07/2019	13/08/2019	Compilation of pre-existing policies and guidelines	Superseded
	Governing Council	13/08/2019			
2.3	Dean	10/7/2022	01/08/2022	Definitions moved to Glossary; Positions and names updated. Withdrawal survey added to 4.7; Academic Assemblies removed from 4.7; Clarified student representative to AB functions in 4.2; Amended section 4.8 – removal of the duplicated information that can be found in the Student Complaints and Appeals P&P	Superseded
	JMC Academy CEO	20/7/2022			
2.4	JMC Academy CEO	18/8/2022	18/8/2022	Department of Education name amended.	Current