
PROGRAM AND LEARNING DESIGN POLICY

1 Purpose

This policy describes the program and learning design of the Executive Master of Public Administration (EMPA) and identifies the role of policies and procedures in the administration and governance of the program.

2 Scope

This policy applies to ANZSOG's role and responsibilities for the design and delivery of the core subjects of the EMPA program.

3 Guiding Principles

- 3.1 The EMPA degree is a two-year part-time postgraduate qualification designed to meet the needs of future public sector leaders nominated by member governments operating at the state, territory or national level in the Australian or New Zealand public service.
- 3.2 The EMPA program is delivered as a collaborative arrangement between ANZSOG that is responsible for delivering the core subjects and conferring university partners in Australia and New Zealand responsible for admitting and enrolling students into the program, delivering elective subjects, and awarding the EMPA degree. (Refer to the **EMPA Delivery with Conferring University Partners Policy**.)
- 3.3 ANZSOG's management and delivery of the EMPA core program will be governed by ANZSOG's internal organisational arrangements and policies outlined in the Related Policies section below.
- 3.4 Students will be selected for admission by conferring universities following nomination by their sponsor agency and by arrangement with ANZSOG. (Refer to the **EMPA Admission Policy**).
- 3.5 The EMPA degree produces graduates who are confident, critical thinkers and future public service leaders with the skills required to manage complex challenges and deliver value to the communities they serve.
- 3.6 EMPA graduate attributes are mapped to the learning outcomes across the program and core subject design. (Refer to the **EMPA Program Map**).
- 3.7 Leading academics with domestic and international standing in relevant disciplinary fields are engaged by ANZSOG as core subject leaders and contributors. (Refer to the **EMPA Academic Recruitment Policy**).
- 3.8 During the program students have access to leading practitioners and after graduation ongoing access to peer networks, engagement opportunities and initiatives through the EMPA Alumni Network.
- 3.9 ANZSOG will provide students an engaging learning experience with academic access, learning resources and educational support to meet the core program's inherent learning objectives and participation requirements that will be equivalent to that offered through the conferring universities' elective subjects.

- 3.10 ANZSOG will maintain rigorous academic standards and best practice in program administration and student engagement and participation in line with the Australian Qualifications Framework (AQF) and New Zealand Qualifications Framework (NZQF) standards.
- 3.11 Core subjects' content, learning activities and assessments will be reviewed annually and updated as required, and the EMPA program will be expertly and independently reviewed at regular intervals to assurance ongoing academic standards and quality. (Refer to the **EMPA Monitoring, Review and Improvement Policy**).
- 3.12 In collaboration with conferring university partners ANZSOG will maintain and seek to continuously improve the educational quality and academic standing of the EMPA program in line with international best practice.

4 Policy Statement

4.1 Program Governance and Quality Assurance

- i. The accredited EMPA program is co-delivered by ANZSOG and conferring university partners through arrangements outlined in service agreements between parties. (Refer to the **EMPA Delivery with Other Parties Policy**).
- ii. ANZSOG is governed by an Executive Board consisting of 3 senior academic appointments that by convention has included since its inception two Australian vice-chancellors and a senior representative from Victorian University Wellington.
- iii. ANZSOG manages delivery of the EMPA core program under the authority of ANZSOG's Dean/CEO and the EMPA Academic Director, and through the support of an ANZSOG academic and professional team and internal governance arrangements and committees.
- iv. The EMPA academic leadership team consisting of the Dean, EMPA Academic Director, core subject leaders and senior ANZSOG staff will meet annually to review the academic year and plan for the coming year.
- v. The Academic Advisory Council that includes at least three senior academics from conferring university parties will provide advice and recommendations to the EMPA Academic Director and academic leadership team on all aspects of EMPA policy and core subject quality review processes and outcomes.
- vi. Core subject leaders will be recruited and engaged from among relevant disciplinary field leaders from domestic and international universities, with a focus on those from conferring university partners where possible. (Refer to the **EMPA Academic Recruitment Policy**.)
- vii. EMPA core program content, assessments and student performance will be monitored continuously by ANZSOG and an annual report will be prepared for conferring university partners outlining annual student cohort data and performance as well as program updates aligned to the AQF and NZQF standards. (Refer to the **EMPA Monitoring, Review and Improvement Policy**.)

4.2 Program Structure and Learning Design

- i. ANZSOG delivers nine core subject offerings, including the applied research Work-Based Learning subject.
- ii. ANZSOG core subjects will be delivered through intensive residential, online or blended learning blocks.
- iii. Each subject consists of around 40 hours of instruction and at least 80 hours of study time, reading and assignment work.
- iv. Learning activities will include lectures and workshops facilitated by subject leaders, presentations by visiting scholars and leading practitioners, peer collaboration opportunities such as team projects and discussion, and individual assignments and reflection tasks.
- v. Conferring university partners will deliver three elective subjects on topics relevant to the EMPA curriculum and program capabilities.
- vi. EMPA core subject leaders will be responsible for teaching, assessing, moderating and reporting on the core program, and providing academic support to enrolled students as required.

4.3 Program Administration

- i. The EMPA delivery team will be responsible for providing administrative support to the EMPA Academic Director and core subject leads in the delivery of the EMPA core program.
- ii. ANZSOG will collaborate with sponsor agencies and conferring university partners to support annual program admission and enrolments.
- iii. ANZSOG will manage content and access to the EMPA Learning Management System (LMS), student record keeping and other information management in line with privacy obligations and relevant ANZSOG policies, the provision of general information and assistance to students in reference to core subjects and the booking of facilities required for subject delivery.
- iv. Information provided to students will be clear, accurate and timely in line with the EMPA **Information for Prospective and Current Students Policy**.

4.4 Student Engagement and Participation

- i. An inherent requirement of the EMPA program is full participation in the program learning activities and student engagement with academic, practitioner and peer networks including adhering to attendance requirements as specified in the EMPA **Attendance Policy**.
- ii. The EMPA Academic Director, core subject leaders and ANZSOG support staff will promote equitable access to program admission and participation for students from diverse and disadvantaged backgrounds as far as reasonably possible in line with the **EMPA Diversity, Equity and Inclusion Policy** and the EMPA **Student Disability Policy**.
- iii. ANZSOG staff within the scope of ANZSOG's responsibilities will process and resolve student complaints and grievances related to all aspects of the core program delivery and will fulfil obligations to student wellbeing and safety to the maximum extent possible. (Refer to the EMPA **Student Complaints and Grievances Policy** and the EMPA **Wellbeing and Safety Policy**.)
- iv. Program orientation includes student's undertaking an orientation module and ongoing administrative advice and support will be available to students through the course of the program. (Refer to the EMPA **Orientation and Progression Policy**.)

4.5 Academic Standards

- i. Students will be expected to meet rigorous academic standards and requirements specified in the EMPA **Code of Conduct** and the EMPA **Academic Integrity Policy** and **Research Ethics Policy**.
- ii. Subject learning outcomes are achievable, measurable and relevant to the subject content, learning activities and assessments and will integrate with the overall program objectives. (Refer to the EMPA **Subject Guides** and the EMPA **Program Map**.)
- iii. Subject content and learning activities engage with disciplinary knowledge and inquiry consistent with the level of an executive masters' degree program that demonstrate:
 - o Contemporary and relevant knowledge and scholarship
 - o Underlying theoretical and conceptual frameworks
 - o Emerging concepts and advances in practice informed by recent scholarship
- iv. Subject leaders will select authoritative learning resources relevant to the subject content to support student attainment of the subject learning outcomes and provide academic advice and educational support to enrolled students as required. (Refer EMPA **Learning Resources and Education Support Policy**, and EMPA **Academic Recruitment Policy**.)

4.6 Academic Attainment

- i. Learning activities will prepare students with the knowledge and skills required to successfully undertake subject assessments and will foster progressive and coherent achievement of learning outcomes.
- ii. EMPA core program assessments will be individual and group work assignments designed to evaluate student attainment of the subject learning outcomes. (Refer to the EMPA **Assessment Policy**.)
- iii. All core subject assessments in the EMPA program are moderated for grades and individual assessment items. (Refer to the **EMPA Moderation Policy**.)
- iv. All students enrolled in the EMPA who successfully complete the requirements of the degree are entitled to receive a formal certification from their conferring university. As ANZSOG is not an

entity registered to confer Higher Education awards, certification is conferred by the enrolling university partner. (Refer to the **EMPA Qualifications and Certification Policy**.)

5 Definition of Terms

Term	Definition
Australian Qualifications Framework (AQF)	the national regulation policy for qualifications in Australian education and training. AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement.
Conferring University	the university partner that will enrol the EMPA student, and who will subsequently confer the EMPA award.
New Zealand Qualifications Framework (NZQF)	the national regulation policy for New Zealand secondary and tertiary education qualifications. The NZQF is divided into 10 levels of qualifications from certificates to doctoral degrees depending on the complexity of learning required.
Sponsor / Sponsoring Agency	the government agency and their representative who is nominating and agreeing to fund and support their employee to complete the EMPA.

6 Related Policies

- Academic Integrity
- Academic Recruitment
- Admission
- Assessment
- Attendance
- Code of Conduct
- Delivery with Other Parties
- Diversity, Equity and Inclusion
- Enrolment
- Facilities and Infrastructure
- Information Communications Technology (ICT)
- Information for Prospective and Current Students
- Information Management
- Learning Resources and Education Support
- Moderation
- Monitoring, Review and Improvement
- Orientation and Progression
- Privacy Statement
- Qualifications and Certification
- Research Ethics
- Student Disability
- Student Complaints and Grievances
- Wellbeing and Safety

7 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	University Partners, Sponsor Agencies and Students	EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020