



## BENCHMARKING POLICY

### Purpose

The Australian Institute of Business (AIB) is committed to identifying good practice, collaborative sharing of expertise and avenues for evidence-based continuous improvement. Benchmarking is therefore a key component of AIB's pursuit of innovative change and of AIB's quality assurance framework. This policy outlines AIB's approach to benchmarking and external referencing.

### Scope

Benchmarking at AIB involves various forms of external referencing such as peer reviews, collaborative comparisons with other providers, desktop comparisons and moderation. Activities may be internal, involve external partners or with publicly available information and market intelligence. This policy applies to all AIB's academic and non-academic operations, as appropriate.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Policy

#### 1. Principles

- 1.1 Benchmarking is cyclically addressed over appropriate time periods as determined by the AIB Executive, the Board of Directors, the Academic Board, or their respective sub-committees.
- 1.2 Regular AIB benchmarking activities are listed on the AIB Benchmarking Schedule which is reviewed to ensure alignment with AIB's strategic objectives.
- 1.3 AIB engages in other ad hoc activities when opportunities are presented and/or as directed by AIB's management, corporate and academic governing bodies.
- 1.4 Academic Board and Board of Directors, through their respective sub-committees, will ensure outcomes of benchmarking are systematically incorporated into AIB's continuous improvement processes, as appropriate.

- 1.5 AIB benchmarking activities are embedded in and also conducted as part of scheduled reviews of various aspects of the delivery and support for AIB course design and delivery, and teaching and learning and research operations.
- 1.6 AIB will ensure adequate resourcing including administrative and management support for benchmarking activities.
- 1.7 Benchmarking activities will seek the most recent and relevant data and information available and best practice.

## **2. Types of Benchmarking**

- 2.1 AIB will use different forms of Benchmarking, which will be either identified in the Benchmarking Schedule for regular activities, or advised by the AIB Executive. The types include:
  - a) Organisational benchmarking in which comparisons are made at the institutional level, such as entry criteria and grade distributions.
  - b) Outcomes benchmarking, e.g. organisational and student outcomes such as attrition and completions.
  - c) Process benchmarking which entails the benchmarking of particular processes and practices.
  - d) Course and subject benchmarking which may include comparison of course design, learning outcomes, content and alignment with relevant sector standards and contemporary practice.
  - e) Best practice benchmarking with leading practitioners or comparators in relevant areas of operations. These comparators can be internal or external and national or international.

## **3. Benchmarking partners**

- 3.1 Benchmarking partners shall be comparable higher education providers of postgraduate business programs and may include professional bodies relevant to degrees offered by AIB.
- 3.2 Benchmarking partners shall be selected on the basis of their commitment to quality improvement and willingness to share recent information on a mutually confidential basis and their record of good performance in the area(s) to be benchmarked.
- 3.3 The arrangements with benchmarking partners should normally be reflected in formal agreements which set out the purpose, the area(s) of benchmarking, the benchmarking processes employed, the possible outcomes, confidentiality issues and the permitted use of benchmarking information by the parties.

**Related Policies and Procedures:**

Academic Appointments and Promotions Policy  
Academic Quality Assurance Framework  
Benchmarking Procedure  
Corporate Quality Assurance Framework  
Course and Subject Development and Approval Policy and Procedure  
Course Review Policy and Procedure  
Course and Subject Changes and Cessation Policy and Procedure  
Evaluation of Subject and Teaching Policy and Procedure  
Higher Degrees by Research Policy and Procedure  
Professional Development of Academic Staff Policy  
Research and Scholarship Policy  
Subject Review Policy and Procedure

**Responsibility:**

Chief Executive Officer

<b>Current Status:</b>	<b>Version 5.1</b>
<b>Approved By:</b>	Board of Directors
<b>Date of Approval:</b>	29 July 2021
<b>Effective From:</b>	<b>5 March 2020</b>
<b>Previous Versions:</b>	5 March 2020 11 December 2019 25 October 2017 26 April 2017 29 May 2015
<b>Date of Next Review:</b>	5 March 2023