OVERVIEW
Equivalence and Comparability Review Process

Principal Coordinator sends Local Reviewers:
- a reminder that the local review is pending with deadline for completion
- a copy of the completed action plan from the previous review

Each Local Reviewer:
- Obtains background information about E&C from RMIT’s E&C website*
- Notes what actions were taken as a result of the previous review

LOCAL REVIEW
All reviewers carry out a Local Review using the online E&C Checklist
The Local Review can be conducted individually by the course team leader, or jointly with other members of the course team

LOCAL REVIEW (cont.)
Each completed online checklist is submitted electronically and formatted copies of the responses are emailed to the Local Reviewer and the Principal Course Coordinator
The responses are stored on a secure server on RMIT’s network and may be accessed by Local Reviewers and the Principal Course Coordinator

GROUP REVIEW
- The Principal Course Coordinator arranges a meeting with all Local Reviewers (by video, teleconference or other means)
- Responses by all Local Reviewers are discussed and E&C issues are identified for each offering
- Agreement is reached on what E&C actions to take for each offering and who is responsible
- The outcome of the meeting is an action plan with timelines** signed off by the Principal Course Coordinator
- Action plans should be stored on a school network drive for easy access by staff

Those responsible for completing individual actions should notify the Principal Course Coordinator when those tasks have been completed
A follow-up meeting might be required depending on the nature of the issues identified

* RMIT E&C information
** The Action Plan template