

Glossary of Acronyms and Terms Used in RMIT University, Global Business Development

TERMS, DEFINITIONS AND ACRONYMS

Agent	An appointed representative of RMIT University to represent GBD in a defined role.
Award Course	A course leading to the award of a degree or other formal university recognition
Bid	A term which encompasses the tender process, including both the EOI/capability statement and/or proposal prepared for submission
Bid Team	Group of staff allocated to the preparation of a particular tender or proposal
Bid Leader	Person nominated to lead the bid process until submission
Capability Statement	A document that gives an indication of capability, experience and potential project interest with no reference to detailed project requirements or costing data
Capacity Building	Providing technical assistance to an entity which includes a transfer of skills to that entity and an exit strategy
Certificate of Achievement	Refers to the certificate provided by VET schools on conferral of students from their program of study
Certificate of Completion	Refers to the certificate given on completion of non-award programs
College	In the case of the University this refers to the name of a group of schools
Consortium	A group of organizations that have come together to bid for a specific project
Contract value	The value of the total contract signed, plus any additional amendments agreed to for the execution of the project
Corrective Action	Action taken to correct the causes of an existing nonconformity or undesirable deviation to prevent recurrence
Costing	How much financial impact a project has on RMIT University. Includes all areas including overheads. Is <u>not</u> a price.
Course	A course is what was formerly known as a subject at RMIT University
DACON	Database of Consulting Companies maintained by the World Bank and the Inter-American Development Bank. RMIT International is registered on the DACON
Executing Agency	The government agency or non-government organization responsible for the execution of a project in the recipient country
Funding agency	The organization providing the funds to finance a project, whether as a grant or a loan
Foundation Studies	An RMIT University pre-university bridging course for international students who have not completed the equivalent of Year 12 in their own country.

GBD	Global Business Development (within I&D Portfolio, RMIT University).
Internal Quality Audit	A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively
International Student	Full time and full fee paying student holding a STUDENT VISA and on an award program
Lead Firm	The partner in a consortium who takes responsibility for the contract
Managing Contractor	The firm selected by the ODA to manage a large project and select sub contractors to implement components of that project
Network Administrator	Also referred to as System Administrator or Technical Consultant or IT Manager.
Non Award Courses	Refers to short programs which do not lead to the award of a degree or diploma but a Certificate of Completion.
Non Conformance	A non-fulfilment of specifications or expectations within a product or service.
Official Development Assistance	The generic term applying to all government or semi-government forms of aid
Per diem	Living allowance for staff travelling overseas
Policy & Procedure Guide	Company policy and procedures covering activities that are not part of the quality system but is a reference source for quality procedures
Pre University Courses	Foundation Studies and VCE Year 11 and Year 12
Preventive Action	Action taken to identify the likelihood of causes of a nonconformity or undesirable deviation occurring, and appropriate action taken to prevent such deviation occurring
Procedure	A description of a specified way to perform an activity
Program	A program is what was formerly known as a course of study at RMIT University
Project	It is a discrete, finite task, program, scheme or undertaking – or component thereof-which is normally defined by Terms of Reference as to timing, duration, consultant inputs, and outputs to be delivered
Project Coordinator	Responsible for the day to day management of international projects
Project team	The team of consultants/advisers proposed to implement the project
Proposal	Documentation prepared, which may include technical and financial components and curricula vitae, to the requirements of the client, for the purpose of being awarded a project, by competitive bidding or other means
Pro Vice Chancellor	Head of Portfolio or College
Quality Assurance	All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements of quality.
Quality Manager	Person appointed to take responsibility for Quality Assurance Standards in the Company.

Quality Policy	The overall quality intentions and direction of an organisation as regards quality as formally expressed by senior management.
Quality Procedures Manual	Describes how the quality policy requirements of the ISO 9002:1994 Standard are met.
Reviewer	A person nominated by the bid leader to critically review the proposal for a specific project
RMIT English Worldwide	Formerly CELL- Centre for English Language Learning. An operating unit of RMIT Training Pty Ltd which specialises in the provision of non-award English programs and related consulting services.
School	The tier under a College at RMIT University in a two tier organizational structure
Sponsor	Organisation funding a project outside donor organizations
Team Leader	The leader of the implementation team once a project is won
Technical Assistance	Provision of short term consultancy advice on the makeup of a project
Technical Proposal	A document that addresses the terms of reference of a project stipulated by a client, to indicate an ability to achieve the expected outputs of that project
Vice Chancellor	Head of the University
Web Editor	Person responsible for development and management of the International Services internet, intranet, and extranet sites.

Acronyms

ADS	Australian Development Scholarship
AEI	Australian Education International (part of DEST)
AMC	Australian Managing Contractor
ATL	Australian Team Leader
AusAID	Australian Agency for International Development
AVCC	Australian Vice Chancellors' Committee.
CPM	Country Program Manager (in AusAID)
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
DEST	Commonwealth Department of Education, Science & Training
DFID	Department for International Development (UK)
DIMIA	Department of Immigration, Multicultural & Indigenous Affairs
EF	Electronic Format
ELICOS	English Language Intensive Courses for Overseas Students.
EOI	Expression of Interest
ESS	Employee Self Service

FDS	Feasibility & Design Study
GBD	Global Business Development (within RMIT University I&D Portfolio)
HE	Higher Education Sector
ICT	In-Country Training
IELTS	International English Language Testing System
IDP	International Development Program
IQRP	International Quality Review Process
ISO	International Standards Organisation.
ISD	International Services Division (formerly ISU)
NGO	Non-government organisation
OECD	Organization for Economic Co-operation and Development
OSHC	Overseas Students Health Cover.
OTV	Occupational Training Visa
PAD	Project Appraisal Document
PDD	Project Design Document
PDV	Professional Development Visa
PIM	Project Identification Mission
PMS	Project Management System
PVC	Pro-Vice Chancellor
PVC (I&D)	Pro-Vice Chancellor (International and Development)
QA	Quality Assurance
RFT	Request for Tender
RMIT	Royal Melbourne Institute of Technology
REW	RMIT English Worldwide (formerly Centre for English Language Learning (CELL))
SIC	Student Information Centre in ISD
TA	Technical Assistance
TAFE	Technical and Further Education (Australian term)
TAG	Technical Advisory Group
TAP	Technical Advisory Panel
TOEFL	Test of English as a Foreign Language (US English test)
TOR	Terms of Reference
TVET	Technical & Vocational Education and Training (international term)
UNDP	United Nations Development Program
URL	Uniform Resource Locator (on the web)
VET	Vocational Education and Training (synonymous with TAFE)
VC	Vice Chancellor
WB	World Bank
WI	Working Instruction