



## **COURSE EVALUATION AND REVIEW OF COURSES POLICY ENGLISH PROGRAMS**

### **SECTION 1 - PURPOSE AND SCOPE**

- (1) The Course Evaluation and Review of Courses Policy will provide guidance to staff in regard to the continuous improvement of courses delivered to students in accordance with ELICOS National Standard C1.1 q) and ELICOS National Standard P3.4 of the National Standards for ELICOS Providers and Courses (ELICOS National Standards).
- (2) The College undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation and ELICOS accreditation requirements.

### **SECTION 2 - DEFINITIONS**

- (3) For the purposes of this policy, the following definitions apply:
  - a. “EAP 5” - is the Advanced level module of The College’s *Academic English for Tertiary Studies* catering for students with an IELTS 6.0 entry score. Successful EAP 5 students articulate into University courses.
  - b. “ELICOS” - English Language Intensive Courses for Overseas Students.
  - c. “International Student” - student studying at The College on a student visa.
  - d. “Traffic Light evaluation survey” - is an on-line evaluation survey which covers course content, teaching methodology and delivery as well as The College facilities and procedures.
  - e. “The College Senior Management Meeting” - fortnightly meeting convened by the CEO/Dean of The College with The College Senior Management team.
  - f. “The College” - Western Sydney University The College a division of UWS Enterprises Pty Ltd.
  - g. “The University” - Western Sydney University.

### **SECTION 3 - POLICY STATEMENT**

- (4) The College is committed to evaluating and reviewing its courses in order to continuously improve the programs it provides to ELICOS students. Feedback from students, teachers and coordinators is used in course evaluation and review. The College also benchmarks its English courses against comparable English courses offered by the English language centres of James Cook University and the University of Tasmania.

## **SECTION 4 - PROCEDURES**

- (5) Students, at each level of the course, are encouraged to evaluate their own progress and the helpfulness of the course in achieving progress. In accordance with the Intervention Policy - English Program, students who are identified as encountering difficulties are referred to the Coordinators who advise teachers on the customising of course materials to meet the needs of those students.
- (6) Students complete an on-line 'traffic light' evaluation survey in week 10 of EAP 5. This survey is processed through Western Sydney University and the results reviewed at The College Senior Management Team meetings and reported to UWS Enterprises Board with an action plan for any items of concern. These items and action plans are also referred to the relevant program coordinators for review and course improvement.
- (7) Past students are regularly canvassed by coordinators (and teachers) in regard to the demands of their university courses and the relevance of The College course content to those demands.
- (8) Teachers have the opportunity both informally and formally at staff meetings to comment on the course objectives and content as well as any resourcing or operational aspects of course delivery. Such comments are referred to the Head of Program Curriculum for action if deemed appropriate.
- (9) Teachers can directly voice their curriculum concerns to the Head of Program Curriculum who is responsible for updates and improvements to the curriculum and syllabus.
- (10) Suggested upgrades to lesson content are trialled and evaluated before incorporation into the course.
- (11) All tests and assignments are designed to reflect the learning outcomes of respective modules.
- (12) Before tests are used as mid or final test instruments, they are first trialled to ensure that they are targeted at the appropriate language level.
- (13) Once tests become part of the 'test instrument bank', results are consistently monitored by the relevant coordinator to check that average results are achieved across courses. Any anomalies are reviewed to identify whether the test is unreliable or whether the student cohort is atypical or whether the course needs review.

## **SECTION 5 - GUIDELINES AND REFERENCES**

### **Related Legislation/Policies/Procedures**

- a. Education Services for Overseas Students (ESOS) Act 2000
- b. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- c. The College Intervention Policy - English Program
- d. ELICOS Standards

# COURSE EVALUATION AND REVIEW OF COURSES POLICY ENGLISH PROGRAM

## STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	2		
<b>Effective Date:</b>	27 September 2016		
<b>Review Date:</b>	27 September 2019		
<b>Approval Authority Policy:</b>	UWS Enterprises Board		
<b>Endorsed by:</b>	English and RTO Committee		
<b>Approval Date:</b>	27 September 2016		
<b>Expired Date:</b>	N/A		
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<b>Available On:</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

## Summary of Changes from Previous Version

Section 2 a. and b. - updated the definition wording of 'Western Sydney University' and 'The College'.

Section 4 - amended some minor grammatical errors.

Section 5 d. - added wording, ELICOS Standards.