



Application for Exemption

The Foundations Program for new academic staff is a professional development program offered to all new full-time Western Sydney University teaching staff employed at the Associate Lecturer, Lecturer, and Senior Lecturer levels, where the appointment is for 12 months or longer. The program provides opportunities for staff to enhance their teaching effectiveness through reflective practice and development of skills in the context of a peer-supported work-based project.

The program must be completed within 18 months of joining the University.

Exemption from enrolment in and completion of the program can be sought on the following grounds:

a. Completion of a postgraduate qualification in higher education or adult education

OR

b. Completion of an equivalent teaching development program from another university

OR

c. Demonstrated experience and excellence in teaching as evidenced through documentation of their teaching achievements over the last three years and evidence of reflective practice.

The portfolio may include your participation in peer review processes, recognition of your teaching through awards, citations, etc., completion of other educational courses or programs.

Staff seeking exemption must contact the Program Coordinator, Gina Saliba, Office of the Pro Vice-Chancellor (Learning Futures), ext. 7340 (9678 7340) or email g.saliba@westernsydney.edu.au prior to completion of this application.

Submission options

You can submit your application electronically or in hardcopy.

Hardcopy:
Foundations Program Management Committee
Learning Transformations
Kingswood U.G.03

Or

Electronic:
Submit a combined PDF to LearningFutures@westernsydney.edu.au

Section 1: Personal Details

Title: First name:

Last name: Staff ID:

School / Unit:

Date of appointment to the University:

Level of appointment (*please tick*): Lecturer A B C

Telephone (Work): Campus:

Email: @westernsydney.edu.au

Academic Supervisor:

Section 2: Exemption Grounds

Exemption is sought on the following grounds
(*please tick appropriate box and provide details*)

- a) Postgraduate qualification in higher education or adult education**
Please include details as follows: name of qualification, institution granting the qualification, and date qualification was completed.
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- b) Participation in an equivalent teaching development course at another university**
Please describe the course, institution where the course was completed, and year of completion.
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- c) Demonstrated experience and excellence in teaching as evidenced through documentation of teaching achievements over the last three years**
Please submit your documentation with this application.
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Section 3: Supporting Documentation

I attach the following documentation to support my request for exemption from the Foundations program:

- A copy of the testamur of postgraduate course in higher education or adult education completed (and transcript or list of units/subjects studied, course description)
- A copy of the certificate/statement of completion of an equivalent teaching development program at another University, (including a description of learning outcomes, learning activities, topics, assessment tasks, hours of study)
- A copy of the documentation relating to my teaching achievements over the last three years. This documentation contains the following:

Section 4: Signature

- I have discussed this application with the Foundations Program Coordinator
- I have discussed this application with my Dean / Deputy Dean of School / Director of Unit

Signed: Date:

Section 5: Dean / Deputy Dean of School / Director of Unit Endorsement

I have read this application and the attached documents and I support this application for exemption from the Foundations program

Name: School:
Signed: Date:

Management Committee Use Only

Full exemption granted on following grounds:

- Alternative postgraduate qualification in adult or higher education
- Participation in an equivalent teaching development course at another university
- Demonstrated experience and excellence in teaching as evidenced through documentation of teaching achievements over the last three years

Comments:

Signed: Date:

Chair, Foundations Program Committee

Noted: Date:

Foundations Program Coordinator

Recorded: Date:

Foundations Administrator