



TEACHING AND LEARNING POLICY ENGLISH PROGRAMS

SECTION 1 - PURPOSE AND SCOPE

- (1) The College recognises that academic staff are experts in their chosen fields and that students are committed to their studies. Therefore, it is important that staff and students have a common understanding of what is expected of them in their roles as teachers and learners.
- (2) The College has a responsibility to ensure that;
 - a. approved educational programs are adequately supported;
 - b. policies, plans and procedures ensure that staff and students are advised of their responsibilities and rights;
 - c. regular reviews and evaluations of courses for ongoing quality assurance are implemented; and
 - d. appropriate support services for students and staff are available and effectively communicated.
- (3) This policy applies to all courses/units offered by The College English Programs. It does not apply to courses/units in The College Academic Pathways Program or Registered Training Organisation Programs (RTO).

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. "The College" - Western Sydney University The College a division of UWS Enterprises Pty Ltd.
 - b. "The University" - Western Sydney University.

SECTION 3 - POLICY STATEMENT

The College Management

- (5) It is the responsibility of the Director, English Programs, Heads of Programs and Coordinators to ensure that:
 - a. Staff are aware of The College policies, procedures and Code of Conduct.
 - b. Staff fulfil their obligations under their teaching duties as outlined in their position descriptions.

- c. Both permanent and casual staff are given appropriate support and professional development to enhance their teaching and learning skills.
- d. Student class sizes are monitored to remain at or under the government maximum of 18 per class.
- e. Staff have adequate resources including administrative assistance as needed to teach the course as outlined.
- f. Students are informed of their course requirements, visa requirements and College regulations on arrival.
- g. Student complaints are promptly addressed under The College Student Complaint Handling and Resolution Policy.
- h. Students with disclosed disabilities are accommodated as outlined in their integration plan. (see University Disability Services Unit web page)

Academic Staff

- (6) In the performance of their teaching role, academic staff are required to:
- a. Treat all students and staff equitably, with courtesy and respect, uphold The College Code of Conduct and follow The College policies and procedures.
 - b. Immediately report to the Coordinators/Head of Program any issues or concerns related to student misconduct both academic and general as defined under the Academic and General Student Misconduct Rule.
 - c. Prepare adequately for each teaching session by accessing resources required for delivery, using lesson objectives, learning activities and learning support materials and customising the lesson to suit the student needs.
 - d. When possible, assist students who need learning support and refer those needing extra assistance to the Coordinators/Head of Program under the Intervention Policy - English Program and procedures.
 - e. Be available for consultation with students at set times discussed with the students.
 - f. Efficiently perform the administrative tasks associated with teaching.
 - g. Liaise with the Head of Program Curriculum regarding any proposed changes to lesson objectives and course content for the purpose of continuous improvement.
 - h. Adhere to any requirements outlined in Student integration Plans when teaching students with disabilities and seek advice from the University Student Disability Advisor as appropriate.
 - i. Undertake course evaluations of their teaching on a regular basis for feedback purposes, and participate in the other quality assurance and improvement procedures that are described in the Course Evaluation and Review of Courses Policy English Programs.

Students

- (7) While studying at The College, students are required to;
- a. Uphold the agreement with The College as outlined in the Handbook.
 - b. Advise The College in writing of any changes to their mailing address or their enrolment.
 - c. Read the course outline and assessment task information carefully to understand the requirements of the course and seek clarification if unsure.
 - d. Regularly and actively participate in all classes, maintaining a minimum of 80% attendance.
 - e. Make every effort to undertake the study required to successfully complete their course or level of study.
 - f. Submit their own work and materials for assignments and assessment tasks i.e. not plagiarise or cheat.
 - g. Seek timely assistance for both academic and non-academic problems as needed from teachers/Coordinators/Head of Program/Student Adviser/Student Counsellor.
 - h. Not indulge in any behaviour that disrupts the teaching and learning environment or negatively affects other students and staff.
 - i. When completing student feedback surveys, give honest, helpful and courteous feedback.
 - j. Treat any property of The College with due care and report any damage or broken equipment.

SECTION 4 - PROCEDURES

- (8) NIL

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. University Student Misconduct Rule
- e. The College Student Complaint Handling and Resolution Policy
- f. The College Course Evaluation and Review of Courses Policy English Programs
- g. University Disability Policy
- h. TESQA (HESF - Higher Education Standards Framework) (2015)

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STATUS AND DETAILS

Status:	Current		
Version:	2		
Effective Date:	27 September 2016		
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Summary of Changes from Previous Version

Section 2 a. and b. updated – updated the definition wording of ‘Western Sydney University’ and ‘The College’.

Section 3 (6) b. - updated wording ‘Academic and General’ to Student Misconduct Rule and ‘non-academic’ to ‘general’.

Section (7) a. and j. minor grammatical amendments and amended ‘Student Diary’ to ‘Handbook’.

Section 5 h. updated to include - TEQSA (HESF - Higher Education Standards Framework) (2015)