

ENGLISH LANGUAGE PROGRAMS TEACHING AND LEARNING POLICY

1. PURPOSE AND SCOPE

- 1.1. The College recognises that academic teaching 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.
- 1.2. The College has a responsibility to ensure that;
 - 1.2.1. approved educational programs are adequately delivered;
 - 1.2.2. policies, plans and procedures ensure that staff and students are advised of their responsibilities and rights;
 - 1.2.3. regular reviews and evaluations of courses as part of ongoing quality assurance are implemented; and
 - 1.2.4. appropriate support services for students and staff are available and effectively communicated.
- 1.3. This policy applies to all courses offered by The College English Language Programs.

2. DEFINITIONS

- 2.1. For the purposes of this policy, the following definitions apply:
 - 2.1.1. The College - Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.2. The University – Western Sydney University.

3. POLICY STATEMENT

3.1. The College English Language Centre Management

- 3.2. It is the responsibility of the Director English Language Centre, Head of Programs and Education Coordinator to ensure that:
 - 3.2.1. Staff are aware of The College and where applicable the University policies, procedures and Code of Conduct.
 - 3.2.2. Staff are adequately supported to fulfil their obligations under their teaching duties as outlined in their position descriptions.
 - 3.2.3. Both permanent and casual staff are given appropriate support and professional development to enhance their teaching and learning skills.

- 3.2.4. Student class sizes are monitored to remain at or under the government mandated maximum of 18 per class.
- 3.2.5. Staff have adequate resources including reasonable administrative assistance as needed to teach the course as outlined.
- 3.2.6. Students are informed of course requirements, visa requirements in relation to attendance and The College policies and procedures on arrival.
- 3.2.7. Scheduled course contact hours, including the government mandated minimum of 20 hours face-to-face scheduled course contact per week, are monitored.
- 3.2.8. Student complaints are promptly addressed under the English Language Programs Student Complaint Handling and Resolution Policy.
- 3.2.9. Students with disclosed disabilities are accommodated as outlined in their integration plan (refer to [University Disability Services Unit](#)).

3.3. Academic Staff

- 3.4. In the performance of their teaching role, academic staff are required to:
 - 3.4.1. Treat all students and staff equitably, with courtesy and respect, uphold The College Code of Conduct and follow The College policies and procedures.
 - 3.4.2. Immediately report to the Education Coordinators any issues or concerns related to student misconduct, both academic and general as defined under the University Student Misconduct Rule.
 - 3.4.3. Prepare adequately for each teaching session by accessing resources required for delivery, using learning outcomes, learning activities and learning support materials. Where appropriate, teachers customise the lessons and activities to suit the needs of students, as per mode of delivery.
 - 3.4.4. When possible, assist students who need learning support and refer those needing additional assistance to the Education Coordinators under the English Language Programs Course Progress Policy.
 - 3.4.5. Be available for consultation with students at set times made available to the students.
 - 3.4.6. Efficiently perform the administrative tasks associated with teaching.
 - 3.4.7. Liaise with Education Coordinators regarding any proposed changes to (lesson objectives) and course content for the purpose of continuous improvement.
 - 3.4.8. Adhere to any requirements outlined in Academic Integration Plans when teaching students with disabilities and seek advice from the University Student Disability Advisor as appropriate.
 - 3.4.9. Participate in 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 English Language Programs Course Evaluation and Review of Courses Policy.

3.5. Students

- 3.6. While studying at The College, students are required to:
- 3.6.1. Uphold the agreement with The College as outlined in the English Language Programs Student Handbook.
 - 3.6.2. Advise The College in writing of any changes to their contact details or their enrolment.
 - 3.6.3. Read the course outline and assessment task information carefully to understand the requirements of the course and seek clarification if unsure.
 - 3.6.4. Regularly and actively participate in all classes, maintaining a minimum of 80% attendance.
 - 3.6.5. Make every effort to undertake the study required to successfully complete their course or level of study.
 - 3.6.6. Submit their own work and materials for assignments and assessment tasks.
 - 3.6.7. Students are required to be familiar with the University Student Misconduct Rule.
 - 3.6.8. Seek timely assistance for both academic and non-academic problems as needed from teachers/Student Central/Education Coordinators/Head of Programs/Student Welfare Officer/Student Counsellor.
 - 3.6.9. When completing student feedback surveys, give honest, constructive and courteous feedback.
 - 3.6.10. Treat any property of The College and/or the University's with due care and report any damage or broken equipment.

4. GUIDELINES AND REFERENCES

4.1. Related Legislation/Policies/Procedures

- 4.2. Education Services for Overseas Students (ESOS) Act 2000
- 4.3. National Code of Practice for Providers of Education and Training to Overseas Students 2018
- 4.4. English Language Programs Course Progress Policy
- 4.5. English Language Programs Student Complaint Handling and Resolution Policy
- 4.6. English Language Programs Course Evaluation and Review Policy

- 4.7. University Student Misconduct Rule
- 4.8. University Disability Policy

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STATUS AND DETAILS

Status:	Current		
Version:	3		
Effective Date:	24 July 2020		
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Approval Authority Policy:	Western Sydney University Enterprises Board		
Endorsed by:	The English Language Committee		
Unit Responsible:	English Language Centre		
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Available On:	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Changes to this policy reflect updates in the National Code of Practice for Providers of Education and Training to Overseas Students, 2018, previously called National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007.