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
Related Legislation/Policies/Procedures

a. Education Services for Overseas Students (ESOS) Act 2000
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
TEACHING AND LEARNING POLICY ENGLISH PROGRAMS

STATUS AND DETAILS

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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)