

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

### **1. PURPOSE AND SCOPE**

- 1.1. 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) 2018.
- 1.2. The College undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation and ELICOS accreditation requirements.

### **2. DEFINITIONS**

- 2.1. For the purposes of this policy, the following definitions apply:
  - 2.1.1. 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.
  - 2.1.2. Education Coordinator – Coordinator of an English Language Programs course.
  - 2.1.3. ELICOS - English Language Intensive Courses for Overseas Students.
  - 2.1.4. Overseas Student - student studying at The College on a student visa.
  - 2.1.5. 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.
  - 2.1.6. The College Senior Management Meeting - fortnightly meeting convened by the CEO of The College with The College Senior Management Team.
  - 2.1.7. The College - Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
  - 2.1.8. The University - Western Sydney University.

### **3. POLICY STATEMENT**

- 3.1. 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 Education Coordinators is used in course evaluation and review. The College also benchmarks its English courses against comparable English courses offered by other English language centres.

#### **4. PROCEDURES**

- 4.1. Students complete an on-line 'traffic light' exit evaluation survey in week 10 of their final EAP 5. This survey is processed through Western Sydney University and the results reviewed at The College Senior Management Team meetings and reported with an action plan for any items of concern. These items and action plans are then referred to the relevant managers of the areas that require actioning.
- 4.2. Teachers have the opportunity both informally and formally at general staff meetings and course-level meetings to comment on teaching and learning materials/resources as well as any operational aspects of course delivery. Such comments are referred to the Education Coordinators for action if deemed appropriate.
- 4.3. Suggested upgrades to teaching and learning materials are trialled, evaluated and approved by Education Coordinators before incorporation into the course.
- 4.4. Teachers can directly voice their curriculum concerns to the Curriculum Committee, which is responsible for maintaining updates and improvements to the curriculum and syllabus. These updates are informed by developments in language teaching methodology and technology.
- 4.5. As all tests and assignments are designed to reflect the learning outcomes of respective courses, before tests are used as mid or final test instruments, they are first tested for reliability, validity, fairness and mapped to course learning outcomes. Continual improvement of student assessment is monitored for appropriateness of assessment.
- 4.6. 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 the cause and appropriate action taken. Education Coordinators complete an Assessment Validation Checklist if any modifications to an assessment are needed, as per English Programs Assessment Policy.

#### **5. GUIDELINES AND REFERENCES**

##### **5.1. Related Legislation/Policies/Procedures**

- 5.2. Education Services for Overseas Students (ESOS) Act 2000
- 5.3. ELICOS Standards, 2018
- 5.4. National Code of Practice for Providers of Education and Training to Overseas Students 2018
- 5.5. English Language Programs Course Progress Policy
- 5.6. English Language Programs Assessment Policy

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

### STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	3		
<b>Effective Date:</b>	24 July 2020		
<b>Review Date:</b>	24 July 2023		
<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
<b>Endorsed by:</b>	The English Language Committee		
<b>Unit Responsible:</b>	English Language Centre		
<b>Enquiries Contact:</b>	Joan Park E: <a href="mailto:J.Park3@westernsydney.edu.au">J.Park3@westernsydney.edu.au</a>		
<b>Available On:</b>	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.