ELICOS Review and Evaluation Policy

Policy:

Salford College is committed to providing the highest standard of teaching. Salford College's approach to course review and evaluation plays a major role in achieving these high standards. The college has a three-tier (Academic Manager, Teacher and Students) open channel communication plan in place to facilitate the continuous review and evaluation of courses.

Procedure:

Academic Manager

The Academic Manager, monitors:

- The appropriateness of delivery for student groups
- The Academic Manager, monitors: the specific feedback from ESL and other staff, on how well prepared the students were for further studies or social requirements and aims to understand the perceived overall strengths and weaknesses of the college graduates.
- Student, Staff, and stakeholder feedback and implements adjustments as required or brings to a moderation of teachers to discuss further.
- ELT industry journals for the "latest" articles on relevant theory & practice
- Updates/changes to curriculum and/or testing rules in the Australian Qualifications Framework (AQF)/Legislative changes.
- IELTS and Cambridge FCE/CAE for changes to exam format, content, and reporting
- University entrance requirements for the college's partners in higher education
- Seeks specific feedback from ESL and other staff, on how well prepared the students were for any further study or social requirements and perceived overall strengths and weaknesses of the college graduates.
- The Academic Manager monitors and reviews aspects of timetabling and end of course documentation, as and when required.

Staff Feedback

An informal, on-going review, of the effectiveness of the course and student assessment tools is established by inviting teachers to submit to the Academic Manager, (citing areas that need review).

Teacher are to moderate after each cohort of students, the learning outcomes achieved against each other's student assessment outcomes to ensure consistency across all assessment outcomes.

Teachers are to provide feedback on their assessment as to the effectiveness of the courses, student assessment tools with suggestions for improvements after each completed student cohort. The Academic Manager will respond/call a staff meeting to discuss further/make adjustments, as items are identified.

Student Feedback

Student feedback on courses is vital information for course evaluations. Students are invited to complete an *Evaluation Survey* at least on the completion of each course level. At any stage of their course students are also able to give feedback to their teachers or provide if they wish anonymous feedback through student services feedback forms.

The Academic Manager, and Head of English reads/evaluates/processes the feedback and reports results to staff during General Meetings and Professional Development Sessions.

Formal Review

Adjustments made by made based on the analysis of feedback obtained from students, staff and stakeholders were deemed necessary by the Academic Manager.

If the Academic Manager, deems any of the items bought forward by staff, students, stakeholders worthy of further investigation/research – then a small in-house/project team may be established to make a report to be submitted to the Academic Manager, The Academic Manager, will have the final say as to whether any feedback/ research/recommendations justify a need to amend the curriculum and/or student assessment tools.

A formal review of the course is undertaken at least once per year by the ELICOS panel of industry experts and stakeholders.

Moderation
Moderation meetings are held after the completion of a unit. The assessment tool is checked to ensure evidence is valid, reliable, sufficient, current and authentic and to enable reasonable judgements to be made.

Moderation – assessment judgements and the quality and improvements to the assessment process will be reviewed through moderation meetings. Moderation meetings for this program will be scheduled at the end of each subject.

Validation
Validation schedule – this course will form part of Salford College's formal systematic validation in its 5-year validation schedule. Once these courses are approved, Salford College will add these courses to the schedule.

Overall the systematic evaluation will be used to review:
-        Duration
-        Training and assessment
-        Learner cohort
-        Changes in technology or training and assessment resources
-        Changes in delivery or assessment methods
-        Changes in timing