SECTION 1 - PURPOSE AND SCOPE

(1) UWSCollege 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) UWSCollege 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 UWSCollege English Programs. It does not apply to courses/units in UWSCollege Academic Programs or Professional and Community Programs (PCP).

SECTION 2 - DEFINITIONS

(4) For the purposes of this policy, the following definitions apply:

a. “College” - UWSCollege Pty Ltd.

SECTION 3 - POLICY STATEMENT

UWSColleg Management

(5) It is the responsibility of the English & PCP Director, Heads of Programs and Coordinators to ensure that:
a. Staff are aware of UWSCollege 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 UWSCollege Student Complaint Handling and Resolution Policy.

h. Students with disclosed disabilities are accommodated as outlined in their integration plan. (see UWS 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 UWSCollege Code of Conduct and follow UWSCollege policies and procedures.

b. Immediately report to the Coordinators/Head of Program any issues or concerns related to student misconduct both academic and non-academic as defined under the UWSCollege Student Non-Academic Misconduct Policy and/or UWSCollege Academic Misconduct Policy English and PCP.

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 UWS 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 UWSCollege, students are required to;

a. Uphold the agreement with UWSCollege as outlined in the Student Diary.

b. Advise UWSCollege 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 UWSCollege property 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
c. UWSCollege Intervention Policy - English Program
d. UWSCollege Academic Misconduct Policy - English and PCP
e. UWSCollege Student Non-Academic Misconduct Policy
f. UWSCollege Student Complaint Handling and Resolution Policy
g. UWSCollege Course Evaluation and Review of Courses Policy English Programs
h. UWS Disability Policy
TEACHING AND LEARNING POLICY
ENGLISH PROGRAMS

STATUS AND DETAILS

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Summary of Changes from Previous Version