



Training & Delivery Policy

PURPOSE

This policy ensures that Greenwich English College Pty consistently delivers, to its students, quality learning opportunities that meet all requirements of the relevant legislative and regulatory framework, including but not necessarily limited to:

- the ESOS Act (2000)
- the National Code (2018)
- the National Standards for ELICOS Providers and Courses 2018
- the Standards for Registered Training Organisations (2015)

The policy also ensures that Greenwich English College Pty consistently meets the level of quality promoted within the marketing materials it publishes.

SCOPE

This policy covers all staff involved in the management, administration and delivery of training and teaching. This policy aligns closely with Standard 1 from the Standards for RTO's and ensures the strategies and practices used in relation to training and assessment are responsive to industry and student needs and meet the requirements of the qualifications and courses provided.

POLICY

Greenwich English College Pty Ltd provides quality training and assessment to its students for all courses including the provision of an appropriate amount of training for each course to ensure effective outcomes for students in line with industry expectations, Training Package or VET accredited course requirements and AQF requirements.

Greenwich English College Pty Ltd will ensure that it engages with industry on each course it develops and/or delivers and uses industry feedback and input to contribute to the way in which a course is delivered and structured.

Greenwich English College Pty Ltd will ensure that a comprehensive training and assessment strategy is developed and implemented for each course on its scope of registration and reviewed annually to ensure it remains current.

Greenwich English College Pty Ltd will ensure that all resources and materials required for effective delivery of high quality award and non-award courses are available to teachers and trainers prior to commencement and to students throughout the learning process.

Greenwich English College Pty Ltd will ensure that, prior to commencement of delivery of any award or non-award course of study, it will have access to educational resources that:

- are sufficient to provide for each student at every stage of their course,
- are appropriate for the type and level of courses offered
- include access to a range of multimedia, as appropriate
- enable varied learning activities and teaching methodologies
- are developed for classroom and individual student use and address specific student needs and course outcomes
- reflect new developments in TESOL theory and practice and changes in course offerings and student profiles.
- include technology that supports classroom teaching/learning activities; independent student practice, study and research; and teacher study, research and preparation
- self-study material that is catalogued and presented for easy access
- self-study areas and equipment that are organised to facilitate access and independent use by students.
- provides its teachers with easy access to reference resources that reflect contemporary knowledge of the theory and practice of TESOL in its own facilities or through easily accessible jointly managed facilities.

Greenwich English College Pty Ltd will ensure that a clear, organisation-wide structure of academic leadership exists across all programs and campuses to ensure a coordinated and effective approach to developing, implementing and reviewing curriculum, effective management of educational resources, and the ongoing provision of guidance to teaching and training staff.

Greenwich English College Pty Ltd will ensure that there are suitable educational and support services to meet the numbers of students enrolled with the RTO.

Greenwich English College Pty Ltd will ensure that there are sufficient numbers of skilled trainers and assessors who are appropriately qualified and experienced in line with the standards, who are able to deliver the courses on the RTO's scope to the number of students enrolled with the RTO.

Greenwich English College Pty Ltd will ensure that all delivery will take place in appropriate designed, resourced and accredited premises. This includes but is not necessarily limited to ensuring that:

- a) the premises used for delivery have met all relevant legislative and regulatory requirements, such as, Occupation Certification/Permit under Class 9B (Education Use) and CRICOS approval of delivery site.
- b) The premises meet all safety requirements, including fire safety
- c) The premises offer classrooms of an appropriate size for the delivery of lessons to a minimum of 18 students and 1 teacher per classroom
- d) A separate teacher/trainer staffroom that is equipped with teaching resources, including reference materials and computer resources for the planning of teaching

- e) Recreational areas for students
- f) Appropriate rooms for self-study
- g) Storage facilities to ensure the safety and privacy of documents
- h) Suitable offices for the management of the college and for the confidential counselling of students.

Greenwich English College Pty Ltd will ensure that the premises will be used either solely for the delivery of its courses to its students or will ensure that any other services delivered in the premises or uses made of the premises will be appropriate to ensuring an ongoing environment that is conducive to the learning of its students and that is within the bounds of appropriateness of an educational institution. This would preclude any use of premises for activities related to heavy industry, manufacture, alcohol sale, sex-related industries, or any activities involving significant levels of noise.

In developing new courses, Greenwich English College Pty Ltd will ensure the following are set out and clearly defined:

- the course name appropriately reflecting course purpose
- the details of the course proponent
- any details of copyright owners of the course
- the total course duration is expressed in weeks
- a clear rationale for the course
- the relationship of the new course with other course(s)
- internal and external articulation arrangements
- the profile of target learner group
- course outcomes expressed in learner oriented terms
- course entry requirements
- strategy for monitoring learner progress
- strategy for assessing achievement of learner outcomes
- samples of certification of completion and partial completion
- modes and methods of delivery
- overall structure of the course showing hours of face-to-face classes and other study plus any scheduled breaks
- detailed course syllabus
- strategy for ongoing course evaluation and review
- teaching staff experience and qualifications
- key and supplementary print-based and electronic teaching resources
- maximum course fee.

In the delivery of courses, Greenwich English College Pty Ltd will ensure that records of teaching delivery:

- enable and demonstrate efficient administration
- document learning outcomes to be achieved
- enable and ensure effective review, revision and delivery of courses

Greenwich English College Pty Ltd will ensure that the delivery of any award or non-award course of study is continuously improved by:

- making adjustments based on the collection and analysis of feedback from students and other stakeholders as appropriate
- monitor the appropriateness of delivery for student groups
- regularly evaluate learning outcomes achieved

References

Standards for RTO's 2015 Standard 1

Standards 6 and 14 from National Code Part D 2018

National Vocational Education and Training Regulator Act 2011

National ELICOS Standards 2018

National Code (2018)

ESOS Act

Authorising Officer: _____ **Date:** _____ **Review Date:** _____
This policy is to be reviewed twelve (12) months from this date.