
Training & Delivery Procedure

PROCEDURE

Academic Leadership

The General Manager and CEO of Greenwich English College Pty Ltd will document and update a clear, organisation-wide structure of academic leadership that has as its senior office holder a Dean of Education who sits 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.

This organisational structure document will be made available to all staff as part of their induction process and will be updated upon any change to titles or office holders.

The General Manager and CEO will ensure that the Dean of Education is suitably qualified, with at minimum:

- a bachelor degree, a recognised TESOL qualification such as a CELTA, and a higher level qualification such as a DELTA, an IDLTM, or a relevant Masters degree
- five years experience as a teacher/trainer
- two years experience as an academic manager

Resources:

As part of developing any new course and prior to commencement of any program of study for any ELICOS or VET course, the Director of Studies of Greenwich English College Pty Ltd will ensure:

- A viable and reliable source of all required teaching and learning materials which:
 - Include 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
 - are appropriate for the type and level of courses offered,
 - 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
- meet the needs of the teachers/trainers and students for the entirety of the course
- Sufficient stock of the above detailed materials is readily available in the college to cover the delivery of the program from commencement of the course and throughout the learning process for each student at every stage of their course and their teachers/trainers.
- Stock levels are checked and orders placed for future courses with sufficient time for the materials to be in the college a week prior to the commencement of the course

The Director of Studies of Greenwich English College Pty Ltd will also ensure that, in designing any new course and/or prior to commencement of delivery of any award or non-award course of study:

- self-study material is catalogued and presented for easy access
- self-study areas and equipment are organised to facilitate access and independent use by students.
- Teachers/trainers have easy access to reference resources that reflect contemporary knowledge of the theory and practice of TESOL

Premises

Prior to addition of a new premise or delivery location the General Manager and the CEO of Greenwich English College Pty Ltd will ensure that all delivery can and will take place in premises that:

- are appropriate designed and resourced for educational purposes
- are accredited as meeting all relevant legislative and regulatory requirements, such as, Occupation Certification/Permit under Class 9B (Education Use) and CRICOS approval of delivery site.
- meet all safety requirements, including fire safety
- offer classrooms of an appropriate size for the delivery of lessons to a minimum of 18 students and 1 teacher per classroom
- have a separate teacher/trainer staffroom that is equipped with teaching resources, including reference materials and computer resources for the planning of teaching
- have recreational areas for students
- have appropriate rooms for self-study
- have storage facilities to ensure the safety and privacy of documents
- have suitable offices for the management of the college and for the confidential counselling of students.

Throughout all ongoing delivery, as well as maintaining the veracity of all the above listed requirements for delivery locations, the General Manager and/or CEO 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 and personal health and safety and comfort of its students and staff.

Any application by a third party to use the premises must gain the written approval of the General Manager and/or CEO prior to any agreement being entered into. All such agreements must be made in writing and must be signed by the General Manager or CEO. All such agreements will be for no longer than 12 months and must be reviewed and resigned at that time.

The General Manager will confirm that the third party usage is meeting all above listed requirements ongoing and move to terminate the agreement immediately should the General Manager or CEO have just reason to belief of evidence of the fact that the third party is not meeting one or more of the above mentioned criteria.

New Course Development

The Director of Studies of Greenwich English College Pty Ltd is responsible for ensuring adequate and appropriate document of all new course proposals. The course proposal documentation, which will be signed by the Director of Studies and General Manager or CEO, will include, but is not necessarily limited to including details and definitions under each of the following headings:

- a course name which appropriately reflects the 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.

Records of Delivery

The Director of Studies of Greenwich English College Pty Ltd is responsible for ensuring adequate and appropriate records are kept by teachers and trainers. These records will include:

- The attendance register on which teachers record attendance in each lesson by making an appropriate mark against each present or absent student. This will be completed 15 minutes after the scheduled start of the lesson. Teachers will add notes to the attendance register where a student is absent from the class for more than 45minutes.
 - The weekly lesson plan overview, which gives a summary of the material and learning outcomes to be covered
 - Any and all formative assessment results
 - Notes to address any instance or indication of a student needing more learning support than can readily be provided within the class context
 - Notes of actual learning outcomes and reflections on ongoing student learning needs, particularly where they diverge from those planned
 - Notes on any required improvements in lesson, material, or course structure or content for future delivery
-

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