

Unit and Teaching Evaluation Guidelines

Navitas Professional Institute

Document

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Version Control

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29 September 2014	Initial approval	September 2019
11 July 2016	Transitioned to new policy template	September 2019

Unit and Teaching Evaluation Guidelines

1. Purpose and Scope

This document outlines the principles and processes of securing student unit and teaching evaluations, and the analysis and utilisation of the data to inform the basis of practice recommendations which are reported to the Learning and Teaching Committee for endorsement.

2. Principles

1. Units should be sampled at least once every three offerings and units must be assessed after the first offering.
2. Staff should have student evaluation of their teaching at least twice every year.
3. This should be done across (a) courses at different levels of the AQF, (b) to assess the teaching of core versus elective units and also (c) across different modes of delivery and (d) across all campus sites of unit delivery different modes of delivery to ensure appropriate coverage of the breadth and depth of a teacher's contributions.
4. Staff should be able to request evaluations of units outside of the normal cycle for their own professional development purposes and for the requirements of applications for promotion. Heads of school should also have the right to request an evaluation of any unit, staff member and trimester's set of units as necessary for management of courses and programs.

3. Procedures

1. Schools will draw up a schedule of units to be evaluated on a regular basis in line with the principles listed above.
2. Data sets will be analysed within the Office of the Registrar, ensuring student responses are de-identified, and maintained in an archive by the Registrar.
3. Results of evaluations of units will be made available by the Head to the individual staff members teaching those units and will be used in the development of their teaching and their teaching related portfolios.
4. Results of all units within a School will be available to Heads of Schools for the purpose of monitoring the quality of delivery of the programs of study under their management.
5. Outcomes of student evaluations of teaching and teachers will be reported by Heads of Schools to the Academic Board through the Learning and Teaching Committees. Such reports will de-identify staff.
6. Reports of any recommendations to improve the delivery of units or programs will be made from time to time to the Academic Board through the relevant Learning and Teaching Committees based upon the cumulative evaluation of the results of evaluations.
7. Heads of will ensure that students are informed of relevant changes planned in response to their participation in evaluation activities and of progress against these as applicable.
8. Formal reports in connection with any activities resulting from student evaluations will be maintained in the archive provided by the Office of the registrar.
9. Dates for the provision of completed analysed data sets should be published and the dates adhered to for their availability to responsible staff.

4. Definitions

Unless the contrary intention is expressed in these Guidelines, the following words (when used in these Guidelines) have the meaning set out below:

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student refers to a student requiring a student visa for study in Australia.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

5. Responsibilities

The Dean Academic is accountable for the ongoing development, approval, implementation, awareness and effectiveness of these Guidelines.

Executive members, Heads of School and functional managers are responsible for ensuring their employees are aware of these Guidelines and their responsibilities defined herein.

Academic and professional staff are responsible for being aware of and complying with these Guidelines and ensuring students are aware of these Guidelines as appropriate and necessary.

6. Review

This document is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this document will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the document must be maintained according to relevant privacy processes.

8. Related documents

College Governance Framework; College Delegations of Authority; Records Management Policy; Records Retention and Disposal Schedule; Privacy of Student Personal Information Policy, Unit and Teaching Evaluation Survey Instrument (as updated from time to time).

9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.