



VIITE
Victorian International Institute
of Technical Education
RTO No. 22452 | CRICOS: 04136G

www.viite.edu.au

1300 318 747

enquiries@viite.edu.au



Victorian International Institute of Technical Education

Teaching and Assessment Policy and Associated Procedures



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Teaching and Assessment Policy and Associated Procedures

Purpose of the policy

This policy and associated procedures outline Victorian International Institute of Technical Education's approach to ensure high quality teaching. This policy and associated procedures will also ensure that the requirements of Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 are met.

Policy statements

Resourcing

Victorian International Institute of Technical Education ensures that it is sufficiently resourced through:

- ensuring sufficient and qualified teachers to provide teaching and assessment to students
- ensuring sufficient student support is in place through its Student Support Policy and Associated Procedures
- identifying and procuring quality teaching and assessment resources for the delivery of teaching and assessment
- identifying and procuring the required facilities and equipment to deliver teaching and assessment.

Procedures

1. Develop and implement course curriculum

- 1.1 Identify appropriate learning and assessment resources in the curriculum. Learning and assessment resources should:



- be suitable for the target group and each level of the course
- enable varied learning activities and teaching methodology
- include a range of multimedia
- reflect new developments in TESOL theory and practice and trends
- be able to be adapted to meet changes in course offerings and student profiles.

1.2 Procure and/or develop learning and assessment resources identified in the curriculum.

1.3 Review learning and assessment resources prior to use and adapt as required.

1.4 Regularly review the delivery of courses and associated resources as per Victorian International Institute of Technical Education's Quality Assurance Policy and Associated Procedures. This will also include regular updates of the course curriculum.



2. Manage Resourcing

- 2.1 Procure all resources identified.
- 2.2 Catalogue all additional material for independent study so that students and teachers can easily see what is available.
- 2.3 Develop timetable to ensure only 18 students are in each class.
- 2.4 Brief teachers during their induction to:
 - ensure that students are informed of the outcomes to be achieved from the course overall, as well as the specific learning outcomes for each block
 - ensure that their teaching is adapted to meet student needs
 - regularly research course content and developments in English language teaching on to meet student needs.
- 2.5 Retain all records so that they are accessible to all relevant staff. Records are to be retained electronically and must include but are not limited to:
 - learning and assessment resources (that include documented learning and assessment outcomes)
 - timetables
 - session plans
 - student assessments.
- 2.6 Regularly review resources to identify updates needed.

3. Manage Assessment System

- 3.1 Conduct assessment using provided identified formative and summative assessment tools and following the instructions included in the assessment tools.
- 3.2 Mark completed student work following the instructions in the assessment tools.
- 3.3 Inform students of assessment outcomes and their progress based on results.
- 3.4 Complete checks of sample student files to check marking is correct and all associated documentation is signed and dated.



3.5 File completed student assessment items electronically and keep for at least 2 years.

3.6 Archive completed student assessment items after two years.

4. Conduct assessment moderation

4.1 Organise the moderation team as per the Moderation Schedule requirements.

4.2 Make arrangements for the moderation and notify moderation team members.

4.3 Conduct moderation as per the Moderation Schedule and using the Assessment Moderation Tool.

4.4 Update assessments/reassess students based on moderation findings.

4.5 Record findings on the Continuous Improvement Register.

Responsibilities

The Academic Manager is responsible for:

- developing/procuring course curriculum
- organising all physical and human resources
- organising scheduling
- managing assessment moderation.

The Administration and Student Support Officer is responsible for:

- entering assessment results on the SMS
- filing and archiving student assessments..



Approvals and Document Control

This set of policies and procedures has been purchased under a licence agreement with RTO Works and has been reviewed and customised to suit Victorian International Institute of Technical Education's specific requirements.

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