

Evaluation of Teaching Programme Procedures

1. INTRODUCTION

The purpose of this policy is to ensure that the *Organisation* will develop, deliver and review all teaching programmes to ensure they effectively meet the needs of all stakeholders and maintain the changes within Industry Standards

2. POLICY

Management, Tutors and Administration staff will meet regularly to evaluate all programmes, resources and systems. These evaluations will enable staff to increase efficiency of outputs, set priorities for repairs and maintenance and upgrade resources where necessary to maintain industry standards.

- 2.1 Tutor evaluation reports submitted before the end of the programme
- 2.2 Engage consultants from the industry on an “as required” basis to evaluate effectiveness of procedures and teaching strategies and offer recommendations for improvements.
- 2.3 Assessment procedures will align with NZQA requirements as per AMAPS, External and Internal Moderation and ITO standards.
- 2.3 Programme Performance reports will be completed every two months and evaluated eg; credit achievements, outcomes and throughput on all courses.
- 2.5 Administration staff will;
 - 2.5.1 maintain and check tutor attendance roll book on a regular basis through the roll book and internal audit.
 - 2.5.2 check the tutor administration folder has all relevant documentation
- 2.6 Managers and tutors will ensure regular contact is made with learners, all systems are in place and all requirements are met for internal and external moderation.
- 2.7 The Manager will set up meetings with staff and undertake a complete check of courses for the internal audit check.

3. RESPONSIBILITY

- 3.1 Managers and Tutors will ensure all identified actions have been implemented content changed, delivery styles changed (if needed) and any

Responsibility for Procedure:	All Managers
Approving Authority:	Chief Executive
Reference:	Training Services

up skilling needed has been undertaken that arose from the recommendations.

4. COMPLIANCE

4.1

5. REFERENCES

5.1

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