



UNSW Global Pty Limited		Staff Capability, Educational Resources and Premises Policy	
UNSW Foundation Studies	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
Responsible Officer	Principal Foundation Studies		
Contact Officer	Assistant Principal		
Authorisation	Principal Foundation Studies		
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Policy ID	FS-014-POL		

1. Preamble

1.1. Purpose

This policy is in place to assure students that UNSW Foundation Studies staff, educational resources and premises are of a suitable standard to support UNSW Foundation Studies students to meet Program outcomes.

1.2. Background

This policy satisfies the requirements of Standard 14 of the National Code 2007.

1.3. Principles

UNSW Foundation Studies is committed to continually improving systems in response to qualitative feedback, and to providing appropriate resources to deliver the UNSW Foundation Studies Program in accordance with external and internal Quality Assurance Frameworks.

2. Scope

This policy applies to all students in UNSW Foundation Studies Programs including Australian citizens and permanent residents of Australia. The policy also applies to all staff involved in the promotion, recruitment, admission, academic delivery, management or administration of overseas students on student visas.

3. Definitions

3.1. Staff Capability – a direct reference to qualifications or experience of teaching staff that deliver UNSW Foundation Studies Programs.

3.2. Educational resources – includes the facilities, equipment, learning and library resources that support the delivery of UNSW Foundation Studies Programs.

3.3. **Premises** – refers to the building, including the floor space available for each student in support of their studies.

4. Policy Statement

4.1. Staff Capability

- 4.1.1. UNSW Foundation Studies staff are suitably qualified or experienced in relation to the functions they perform for students. UFS staff are employed according to the guidelines outlined in the UFS Recruitment and Induction Policy (FS-016-POL) and relevant national and NSW legislative requirements.
- 4.1.2. All UNSW Foundation Studies teaching staff have a degree and/or relevant experience appropriate to teach in their nominated subject area(s).
- 4.1.3. Staff performance is reviewed by means of formal teaching appraisals (as outlined in the UNSW Foundation Studies Staff Appraisal policy) and regular student qualitative surveys.
- 4.1.4. Staff performance reviews are conducted regularly and may occur more frequently in the following situations:
 - Where a staff member has received recommendations from a previous appraisal.
 - If there is a student initiated complaint about a teacher that in the opinion of the Head of Department (HOD), is deemed to be reasonable. In this case the teacher is given access to the details of the student complaint and if in the opinion of the HOD a performance review is deemed necessary, the staff member will be notified that a review is to take place.
- 4.1.5. Professional development is approved by UNSW Foundation Studies Management, and offered in response to specific organisational, departmental, individual and/or legislative needs.
- 4.1.6. Professional development opportunities in the form of UFS Professional Development Days, conferences, short-courses or accredited courses are advertised to all staff on a regular basis. Also in-service training, informal teaching-practice and TELT presentations are an ongoing part of the professional development conducted with each UFS Department.

4.2. Educational Resources and Premises

- 4.2.1. UNSW Foundations Studies facilities, equipment, learning and library resources and premises must be of a sufficient standard to enable students to meet Program outcomes.

4.3. Relocation of Premises

- 4.3.1. UNSW Foundation Studies will notify DEEWR and students enrolled with UNSW Foundation Studies of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

4.4. Qualitative Feedback Opportunities

Students have an opportunity to offer feedback using at least one of the following qualitative feedback instruments:

- 4.4.1. UNSW Course And Teacher Evaluation Instrument (CATEI) survey.
- 4.4.2. UNSW Foundation Studies Student Experience Survey.

- 4.4.3. Student representative forums.
- 4.4.4. Informal contact with UNSW Foundation Studies staff.
- 4.4.5. The UNSW Foundation Studies Complaints and Appeals policy.

5. Legal and Policy Framework

- 5.1. This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:
- 5.2. Education Services for Overseas Students (ESOS) Act (2000)
- 5.3. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)

6. Implementation

6.1. Responsibilities

The Assistant Principal is responsible for the implementation, dissemination and review of this Policy.

UNSW Foundation Studies must comply with the ESOS Act and its regulations. Each staff member involved in the promotion, recruitment, admission, delivery, management or administration of overseas students on student visas is responsible for the implementation of this policy.

6.2. Staff Roles

- 6.2.1. UNSW Foundation Studies staff are responsible for delivering the UNSW Foundation Studies program in a conscientious and professional manner.
- 6.2.2. UNSW Foundation Studies teaching staff and their managers are expected to use professional judgement when responding to stakeholder qualitative feedback and respond appropriately.

6.3. Student Roles

It is expected that UNSW Foundation Studies students will respond to qualitative feedback opportunities in a constructive manner.

7. Review

This policy will be reviewed annually, or upon legislative changes governing the delivery of education services to overseas students on a student visa.

8. Related Policies and Procedures

- FS-008-POL: UNSW Foundation Studies Complaints and Appeals Policy
- FS-016-POL: Recruitment and Induction Policy
- FS-018-POL: Staff Professional Development Policy