



UNSW Global Pty Limited		Staff Capability, Educational Resources and Premises Policy	
<b>UNSW Institute of Languages</b>	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External	
<b>Responsible Officer</b>	Director of Studies, English		
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<b>Authorisation</b>	Group Executive, UNSW Institute of Languages		
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**1. Preamble**

**1.1. Purpose**

This policy satisfies the requirements of Standard 14 of the National Code and is in place to ensure that staff, educational resources and premises are of a suitable standard to enable all UNSW Institute of Languages students to meet course outcomes.

UNSW Institute of Languages must ensure that its staff are:

- appropriately recruited;
- inducted;
- appraised; and
- provided with Professional Development.

and that appropriate premises, teaching and learning resources and facilities are provided.

**2. Scope**

This policy applies to all staff of UNSW Institute of Languages as well as staff involved in the promotion, recruitment, admission, academic delivery, management and administration of overseas students on student visas.

**3. Definitions**

**Staff Capability:** a direct reference to qualifications or experience of teaching staff that deliver UNSW Institute of Languages Programs

**Educational resources:** includes the facilities, equipment, learning and library resources that support the delivery of UNSW Institute of Languages Programs.



**Premises** : The premises refers to the building, including the floor space available for each student in support of their studies

**ENS**: National Standards for ELICOS providers

#### 4. Policy Statement

##### 4.1. Staff Capability

###### 4.1.1. Recruitment and Induction

The staff of UNSW Institute of Languages are suitably qualified or experienced in relation to the functions they perform for students. All UNSW Institute of Languages teaching staff have qualifications which satisfy the requirements of Standard P6 of the ENS.

###### 4.1.2. Performance Review

Staff performance is reviewed by means of formal teaching appraisals within the first six months of employment.

Staff performance reviews are conducted annually 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 Studies (HOS), is deemed to provide grounds for reappraising the teacher.

###### 4.1.3. Professional Development

Professional development is offered and provided to staff. A Managers' Committee produces an annual Professional Development Plan according to specific program, individual and/or legislative needs. A Professional Development Committee with representatives from each program organizes, assesses and recommends professional development sessions.

Professional development opportunities in the form of conferences, short-courses or accredited courses are offered to all staff on a regular basis.

##### 4.2. Educational Resources

UNSW Institute of Languages maintains a supply of sufficient educational resources that are aimed at achieving course objectives, encourage diversity in learning activities and teaching methodologies, and are appropriately organised and regularly reviewed.

UNSW Institute of Languages demonstrates access to educational resources that:

- (a) are sufficient to provide for each student at every stage of their course, as appropriate
- (b) are appropriate for the type and level of courses offered
- (c) include access to a range of multimedia, as appropriate
- (d) enable varied learning activities and teaching methodologies
- (e) are developed for classroom and individual student use and address specific student needs and course outcomes

- (f) reflect new developments in TESOL theory and practice and changes in course offerings and student profiles.

UNSW Institute of Languages has educational facilities with sufficient equipment and support resources for the number of enrolled students, including:

- (a) educational and computer technology that supports classroom teaching/learning activities; independent student practice, study and research; and teacher study, research and preparation
- (b) where UNSW Institute of Languages makes material available for self-access or self-study, that material is catalogued and presented for easy access
- (c) self-study areas and equipment organised to facilitate access and independent use by students.

UNSW Institute of Languages provides its teachers with easy access to reference resources that reflect contemporary knowledge of the theory and practice of TESOL in its own facilities or through easily accessible jointly managed facilities.

#### 4.3. Premises

The premises of UNSW Institute of Languages provide teaching and learning environments that are appropriately designed and equipped to support the range of English language courses and student support services offered.

UNSW Institute of Languages' premises comply with all relevant legislation and regulations.

UNSW Institute of Languages ensures that students are safe and have access to facilities that support their education, including circumstances:

- 4.3.1. where the provider accesses or uses areas that may also be used for other purposes
- 4.3.2. where facilities are accessed by people not associated with the provider's operations.
- 4.3.3. The registered ELICOS provider designates areas of its premises sufficient in size to support quality delivery of its ELICOS courses, including:
  - (a) rooms of a size appropriate to size of class
  - (b) teacher studies/staffrooms
  - (c) student recreation areas
  - (d) private study areas or areas for related activities, such as library, resource centre and language laboratory
  - (e) storage areas
  - (f) offices for the management of the ELICOS provider and for the confidential counselling of students.

#### 4.4. Change of Premises

The Group Executive, UNSW Institute of Languages is responsible for notifying Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) and students enrolled with UNSW Institute of Languages of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.



**5. Legal and Policy Framework**

This policy complies with the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code)

**6. Implementation**

**6.1 Responsibilities**

The Group Executive, UNSW Institute of Languages is responsible for the implementation, dissemination and review of this policy.

**7. Review**

The Group Executive, UNSW Institute of Languages will review this policy annually, or in case of legislative changes governing the delivery of education services to overseas students on a student visa.

**8. Attached Documentation**

[Guide to the form for Notifying, or Requesting Approval for Changes to CRICOS Registration](#)