

LEARNING AND TEACHING POLICY (VET)

Policy / Document Approval Body:	Academic Board
Date Created:	23 August 2012
Policy Custodian:	Dean of Engineering
Policy Contact:	Dean of Engineering
Location on EIT website:	https://www.eit.edu.au/about/policies-procedures/
Review Period:	Every Three Years
Revision No:	6
Date of Revision:	29 May 2023
Date Approved:	29 August 2023
Date Commenced:	15 September 2023

1.0 Purpose

The purpose of this policy is to provide a framework for learning and teaching across all EIT Vocational Education and Training (VET) courses and professional certificate of competency courses. It reflects the values and strategic objectives of EIT.

2.0 Scope

This document is relevant to all members of the EIT's VET community.

3.0 Introduction

EIT aspires to be a learning organization in which all students, staff, and members are committed to their own learning and to that of others. EIT is committed to the continuous improvement of its courses and services to be an effective and recognized engineering education provider.

EIT is committed to the following principles that underpin this policy:

3.1 Focus on Learning

EIT is committed to providing an environment that promotes high quality learning. It will develop and deliver courses that are responsive to the needs of its students and actively engage students in learning to enable them to apply their skills and knowledge.

3.2 Encourage Critical Thinking

EIT will promote free intellectual enquiry and enhance the ability of its students to think critically and behave ethically to make informed decisions.

3.3 Academic freedom

EIT is committed to promoting free and critical thinking including reasoned dialogue and debate while accepting a diversity of beliefs and understandings.

3.4 Internationalization

EIT will promote cross-cultural perspectives and respect for different values in its community and ensure that students possess transferable skills in order to enable them to live and work in a global environment.

3.5 Equity and diversity

EIT will promote equal opportunity and non-discrimination on the basis of personal, ethnic, religious, gender or other social characteristics. EIT will enable access to education for a wide range of students via learning and teaching activities that accommodate the diverse backgrounds and needs of its students.

3.6 Recognize Prior Learning

EIT will formally recognize prior learning to acknowledge students' previous experience, where appropriate.

3.7 Lifelong learning

EIT will actively encourage lifelong learning by promoting further learning and developing learning skills. EIT will assist students to make learning choices that are appropriate to their career aspirations.

3.8 Continuous Improvement of Learning and Teaching

EIT will ensure that learning and teaching is continuously improved using its review processes, including feedback from key stakeholders, both internal and external.

3.9 Scholarship

EIT will support lecturers in their endeavor to improve learning and teaching and to undertake professional development activities.

EIT will ensure that it provides the following supports to ensure good practice in learning and teaching.

3.10 Present Scope – EIT's Courses

EIT is registered as a Registered Training Organization (RTO) with the Australian Skills Quality Authority (ASQA) (National Provider Number – 51971), initially granted on 18 September 2008, and presently has approval (scope) to offer a number of nationally recognized courses, all of which are delivered using an online mode. EIT's current scope can be viewed on the National Register at www.training.gov.au.

4.0 Implementation

EIT's courses and subjects will:

- have clear statements outlining course aims and learning outcomes;
- have a coherent program of subjects / units / modules;

- have assessment activities that are aligned to learning outcomes;
- be equivalent across all sites and modes of delivery;
- focus on employment-related outcomes;
- have defined access and articulation pathways;
- be subjected to regular formal review to enable continuous improvement; and
- be taught by trainers with appropriate levels of knowledge and skill.

EIT will support students by providing:

- quality learning resources;
- timely and quality feedback on student work that promotes learning and facilitates improvement and growth;
- fair and transparent assessment that is consistent and aligned to stated learning outcomes;
- work-integrated learning opportunities (with mentorship where possible); and
- recognition of prior learning (RPL) and credit transfer arrangements.

4.1 Facilitating the Effectiveness of Training at EIT

EIT will enhance the effectiveness of its lecturers by:

- encouraging the scholarship of learning and teaching and the linkage between research and teaching;
- recognizing and rewarding excellent teaching and teaching support;
- providing and maintaining resources and facilities to support learning and teaching;
- developing educational technologies and learning environments to support learning and teaching ensuring access to ongoing training and development opportunities for staff in order to further improve academic performance in the area of learning and teaching;
- encouraging the development of student attributes through work-integrated learning;
- encouraging continual review and improvement with regard to curriculum development and assessment;
- encouraging industrial experience or job-related opportunities;
- working with trainers to review feedback and assessment data and collaboratively identify areas for improvement; and
- providing ongoing professional development in learning and teaching strategies based on student feedback.

The plan is to be implemented through induction and training of staff and distribution to students and EIT's community via the website and other publications.

EIT will regularly seek feedback from students, staff and stakeholders on the effectiveness of this policy via evaluations of courses, teaching staff and other supports. Performance will be monitored against the following:

- Student retention rates;
- Course pass / fail rates;
- Student progression;
- Student satisfaction; and
- Employer satisfaction.

4.2 Monitoring the Effectiveness of Training at EIT

EIT will monitor the effectiveness of its trainers by:

- Making sure trainers have the right knowledge and experience for the subjects they teach – this will be monitored by the completion and approval of a Trainer and Assessor Competency Matrix (TACM) document for each trainer;
- Observe webinar sessions and offer helpful suggestions for improvement;
- Ensuring that trainers involve participants with discussions and activities;
- Encouraging ongoing professional development in learning and teaching strategies based on student feedback;
- Encourage peer review and community of practice among trainers;
- Review assessment feedback provided by trainers / assessors to participants. Ensure this is constructive and timely;
- Evaluate trainer's communication skills, including clarity, tone, and the ability to convey complex information in a simple and understandable way;
- Monitor if trainers are adapting their teaching methods to cater to different learning styles; and
- Evaluate trainers use of various teaching methods, such as group discussions, lectures, hands on activities, demonstration of software or hardware, and case studies.

5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

6.0 Related Documents

- Assessment Validation and Student Progress Procedure.VET
- Assessment, Validation and Student Progress Policy.VET
- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Ethics Statement.DS
- EIT Facilities.DS
- EIT01 Training and Assessment Policy
- EIT01.3 Support Learners Policy
- EIT01.4 Conduct Effective Assessments Policy
- EIT01.5 Trainers and Assessors Policy
- EIT04 Accurate and Accessible Information Policy
- EIT05 Learners are Informed and Protected Policy

- EIT06 Complaints and Appeals Policy
- Learning and Teaching Resources Policy .DS
- Privacy Policy.DS
- Records Management Policy and Procedure.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Consultation Policy.VET
- Student Support for Online Learning and ICT Infrastructure Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Students at Risk Policy.VET
- Students at Risk Procedure.VET

7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Equal Opportunity Act 1984 \(WA\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)](#)

8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.