QUALITY ASSURANCE PROCESS FOR FACILITATORS

Macquarie University is committed to providing the highest quality professional development courses for schoolteachers. To ensure that this occurs, the University requires that the academic staff members who develop and facilitate the courses are well qualified, knowledgeable and skilled in both the content of the course and the delivery of professional development.

Course developers and facilitators will usually be academic staff members recruited through the rigorous processes of the University and subject to the University’s professional development and review processes. In some cases, the facilitators may be post-graduate students, experienced colleague schoolteachers or external people recognised for their particular expertise. Academic staff will closely supervise such facilitators to assure quality.

In approving courses for registration as NSW Education Standards Authority (NESA) registered professional development courses, the Faculty of Human Sciences Quality Assurance Panel will take account of:

- the Head of Department’s approval of the academic staff member’s participation
- the course developer’s and facilitator’s qualifications, relevant background, demonstrated skills and experience
- the course developer’s and facilitator’s understanding of the content and contemporary research
- the course developer’s and facilitator’s understanding of the needs of schoolteachers and the alignment of the course objectives, content and participants’ activities with the Australian Professional Standards for Teachers at the appropriate career stage
- the course developer’s satisfactory completion of the University’s application form to deliver NESA registered professional development courses.

Academic staff members who develop and facilitate professional development courses are subject to the University’s Staff Code of Conduct.

The University has a number of support mechanisms to improve the teaching performance of academic staff that course developers and facilitators are encouraged to access. These include the University’s ‘Teaching Evaluation for Development Services’ and “Developing Your Teaching – Responding to Learner Experience of Teaching Reports’.

The Quality Assurance Panel will monitor evaluations of the course by participants and facilitators through both the University’s evaluations and those of NESA. Facilitators will receive feedback based on the evaluations.