NESA Endorsed provider of professional development courses for NSW school teachers

COURSE FACILITATORS RESPONSIBILITIES

Macquarie University has processes in place to ensure the quality of the development and design of NESA registered professional development courses for schoolteachers. Courses reflect the latest research and include contemporary content consistent with NESA syllabuses. The methodology and outcomes align with the Australian Professional Standards for Teachers (APST) at the appropriate career stage.

The University informs course developers and facilitators of their responsibilities through the following process.

1. The course approvals application process requires course developers to submit their proposals on a carefully structured template. Accompanying the template is a document that explains: the importance of the APST standard descriptors, NESA’s teacher accreditation requirements and the detailed requirements of a NESA registered course proposal. The University provides course developers with a copy of the APST standard descriptors at the relevant career stage.

2. The FHS Quality Assurance Panel or nominees have direct contact with developers and, if required, facilitators, to ensure that course descriptions and delivery meet rigorous quality thresholds.

3. Macquarie University’s policies, procedures and processes relevant to NESA registered professional development are available to developers, facilitators and participants through the online professional development management system.

4. The University’s evaluation procedures include course evaluations by both the participants and the facilitators themselves to encourage reflection and continuous improvement of courses and their delivery.

5. The University issues to facilitators a checklist of responsibilities that they must perform before, during and after the implementation of the course, as follows.
Responsibilities of facilitators of NESA registered professional development courses for schoolteachers

Thank you for agreeing to facilitate a NESA registered professional development course and your professional commitment to improving the educational outcomes for teachers and school students on behalf of Macquarie University.

As a facilitator, you are accepting certain responsibilities. This checklist should assist you as a guide to successful course organisation.

Prior to delivery of the course

1. Be aware of the Macquarie University policies, procedures and processes that apply to the delivery of NESA registered professional development courses for schoolteachers. These are available through the MQ online professional development management system.

2. Know the proposed content of the course and the delivery methodology. Do not agree to be a facilitator if the course content or delivery are beyond your expertise or capabilities.

3. Know and appreciate the importance to teachers of the standard descriptors from the Australian Professional Standards for Teachers that the course will achieve and the hours that teacher participants will be eligible to claim towards their teacher accreditation.

Teachers may claim a standard descriptor only if the descriptor is addressed directly and substantially in the course. Other descriptors may be touched upon without being claimable.

Hours must be working hours, not including breaks.

4. Ensure that any promotion of the course meet the requirements of both the University and NESA.

Under university guidelines https://staff.mq.edu.au/support/marketing-and-communications/brand-guidelines Brand Compliance in Group Marketing must approve advertising flyers, brochures or website publications that have the Macquarie University logo

This requires the submission of artwork, including artwork from an external organisation, if relevant. Plan for the time that this approval will involve.

The promotional materials must also meet the guidelines published by NESA.

5. Ensure a suitable venue and any required equipment or catering are available.

6. Be familiar with the MQ online platform, as well as any applications and software for course delivery, if appropriate.

7. Ensure any handouts, electronic files or references you will use are available in sufficient numbers.
8. Obtain a list of participants from enrolments, with their details and any special requirements.

9. Prepare sign on and off sheets (in hard or electronic copy) as evidence of participation. Daily sign on is required for courses over more than one day.

Sign on and off sheets must include as a minimum:

- title of the course
- date, starting and finishing time
- Participants first and last names
- NESA teacher registration numbers
- names of the participants schools
- contact telephone numbers
- email addresses.

10. Where possible, contact the participants in advance of the course to check their availability. Inform them of any pre-reading or other preparation.

**During the course**

11. Ensure that participants sign on daily as evidence of their attendance.

- Make participants aware of the sign on sheet and emphasise that NESA registered hours are only available to participants who have signed on and who complete all parts of the course.
- Check that the participants and their schools can be identified from the sign on sheet.
- Check that the participants have included their NESA identification number (teacher registration) and not another number such as their payroll number.

12. Identify the pre-existing skills and knowledge of the participant cohort and what they expect to learn and be able to do as a result of doing the course.

13. Deliver the course to the best of your ability and knowledge, using methodologies that apply the principles of adult learning.

14. Collect the evidence from activities that the course requires to show that each participant has completed each part of the course.

15. Continuously monitor participants’ views of the course delivery to ensure that they are getting what they need and expect from it.
16. Ensure participants complete the common MQ evaluation or any course specific evaluations you may have developed.

17. Remind participants that they will have to go onto their part of the NESA website to claim the attendance hours and descriptors. Participants must complete the NESA evaluation of the course to be credited with the registered hours and descriptors.

18. Complete and submit the evaluation for facilitators so that the University can review NESA registered courses and, if necessary, advise developers to modify their courses for improvement in future.

19. Recommend to participants that they build on the registered PD course hours by applying what they learned and by recording follow-up hours as part of their teacher-identified hours.

20. Submit the daily attendance sheets to the PD Administrator in the Faculty of Human Sciences within seven days of the course.
   - When you submit the sign on sheets, you are validating the attendance of the participants and attesting to their satisfactory completion of the course.
   - Participants can only claim the hours for the course if the University validates their attendance for the registered hours and satisfactory completion of all required activities.