NESA Endorsed provider of professional development courses for NSW school teachers

QUALITY ASSURANCE PROCESS

Since 2008, Macquarie University’s School of Education and now Department of Educational Studies has had carriage of the review and registration of professional development (PD) courses for schoolteachers with the then accreditation agency, Board of Studies, Teaching and Educational Standards (BOSTES).

The NSW Education Standards Authority (NESA) replaced BOSTES on 1 January 2017 following legislative changes announced in October 2016. Macquarie University considered it timely to confirm a clear and approved process that ensures the high quality of PD courses and compliance with the requirements that NESA places on endorsed providers of NESA registered PD courses.

The process to ensure the quality of professional development courses that Macquarie University offers to schoolteachers is as follows:

1. The Faculty Quality and Standards Committee (FSQC) in the Faculty of Human Sciences oversees the quality assurance process on behalf of the University.

2. Course developers must obtain the agreement of their Head of Department, or equivalent, that a course may be submitted for approval.

3. The Executive Dean has established a Quality Assurance Panel to consider each proposed PD course. The Panel comprises four people (three standing and one seconded according to content expertise):
   - Associate Dean, Learning and Teaching, or delegate (standing member)
   - Independent academic, expert in the field of the proposed course (seconded)
   - Independent academic, expert in professional development (standing member)
   - Educator with expertise regarding the Australian Professional Standards for Teachers and professional development for schoolteachers (standing member).

4. The Quality Assurance Panel reviews the course application and
• Provides feedback/recommendations to the developers when it is initially submitted, before it is submitted for approval

• Feedback will also be provided to the developers when the final description of the course is submitted for approval, if practicable

5. The Quality Assurance Panel submits a brief report to the Associate Dean, Curriculum Quality Assurance with a recommendation to approve or reject the course and to the Faculty Standards and Quality Committee for endorsement.

6. Once approved, a nominated Faculty administration officer(s) registers the course on the NSW Educational Standards Authority website.

7. The University asks the teacher participants to complete a common, anonymous evaluation of the course either online or in hard copy.

Completion of University evaluation requirements is a requirement for the issuing of a Macquarie University Certificate of Completion.

The facilitator will be required to complete their own evaluation of the course.

8. The Director, Professional Learning and Engagement, monitors the evaluations of the course that teachers are required to complete on the NSW Educational Standards website as well as the University evaluation forms.

The Director, Professional Learning and Engagement, provides feedback to the course developer, facilitator and the Faculty.

The evaluations and feedback contribute to ongoing course quality improvement.

9. The Director, Professional Learning and Engagement, compiles a coordinated report for the Faculty Standards and Quality Committee at least twice annually.

10. When Macquarie University plans to deliver a course more than once, course developers must review it at least annually. Prior to the course being registered again on the NESA website, the course will be modified, where necessary, to maintain its currency and to improve its quality.

11. FSQC will consider the biannual reports, extract any common themes for action and refer the reports to Faculty Board for noting.

12. FSQC will review and evaluate the QA process at least every two years and make recommendations to the Faculty Board about the process.

13. A flow chart showing the basic QA process is available at Appendix 1.