

QMS Online**Section:** 7. Quality system**Page:** Student Course Evaluation**Version:** 2.2009**Creation Date:** 26/10/09, 9:52**Print Date:** 25/02/2010

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Student Course Evaluation

<p>Box Hill Institute collects, analyses, and acts on relevant data to continuously improve its training delivery.</p> <p>"Course" refers to either a collection of subjects/units or a single subject/unit that make(s) up a student's educational load at any point in time.</p> <p>Course evaluation data is derived from a variety of sources including, but not restricted to:</p> <ul style="list-style-type: none"> Course Evaluation Questionnaires Exit Surveys Withdrawal data Student Complaints register Structured interviews and focus groups. <p>Data collected from student course evaluation questionnaires is used to:</p> <ul style="list-style-type: none"> • Support our continuous improvement activities • Inform strategic decision making • Meet our AQTF compliance obligations. <p>Feedback from students' evaluation of courses is an important input to the processes by which the Institute systematically evaluates its training delivery.</p> <p>All vocational education and training qualifications and higher education programs delivered and assessed by BHI are to be subject to student course evaluation on an annual basis.</p> <p>"Course" refers to either a collection of subjects/units or a single subject/unit that make(s) up a student's educational load at any point in time.</p>	
<p>Coordination of evaluation questionnaire</p> <p>To ensure the effectiveness and validity of evaluations, and to maximise return rates, student course evaluation questionnaires</p>	

<p>are coordinated and scheduled to ensure that students are not over surveyed.</p> <p><u>Vocational Education and Training Programs</u></p> <p>A centralised course evaluation questionnaire is coordinated and scheduled by Academic Planning and Research (Academic Planning & Research) for all VET courses delivered by BHI.</p> <p><u>Higher Education Programs</u></p> <p>A centralised course evaluation questionnaire is coordinated and scheduled by Academic Planning and Research (Academic Planning & Research) for all Higher Education subjects delivered by BHI.</p>	<p>Academic Planning & Research</p> <p>Academic Planning & Research</p>
<p>Methods of collection</p> <p>Student Course evaluation data may be collected in any of these ways that suit the context:</p> <p><i>Print document</i> Handed out and collected by Trainer/assessor or e/mailed to recipient</p> <p><i>Online</i> Username and password protected or anonymous online questionnaire where appropriate</p> <p><i>Face-to-face or telephone interview</i> Interviews may be set up to ask the questions verbally</p>	
<p>Use of data for Improvement</p> <p>The data from Student Course Evaluation Questionnaires will be analysed by Academic Planning & Research and reported at Institute, Centre and Course/Subject levels.</p> <p>The information will be used by Teaching Centres to design and implement improvements to courses and subjects in line with the process for Evaluation of Courses.</p>	
<p>Steps</p> <p>Teaching Centres conduct annual student course evaluations using the prescribed base questionnaire adapted to the specific course and provided by Academic Planning & Research.</p> <p>Student Course Evaluation Questionnaires are to be administered by a colleague not teaching in the course, an administrative officer, or a student.</p> <p>For centrally coordinated paper-based surveys coordinated by Academic Planning and Research (Academic Planning & Research): Students complete the questionnaire and the questionnaire administrator will return completed questionnaires to Academic Planning & Research. Academic Planning & Research will scan the questionnaires, extract</p>	

<p>and analyse the data, and provide a Course Evaluation Report to the relevant delivery unit.</p> <p>For other Course Evaluations conducted by individual delivery units, the questionnaires are administered, analysed and a Course Evaluation Report is produced by the delivery unit.</p> <p>The Course Evaluation Report is provided to the relevant Board of Studies or its nominated sub-committee.</p> <p>Any of these groups may make recommendations for improvements based on the analysis of the data.</p> <p>An action plan is developed by the Teaching Centre for each course where an issue requiring improvement is identified.</p> <p>The Report and Action Plans are saved in the Teaching Centre's Quality documents repository.</p> <p>Institute wide improvements are entered into Improvements register on BQS.</p>	
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Linked Files:

[Course Evaluation - Stakeholder Feedback Action Plan \(Version 1.2009\)](#) [212 KB]

[HEd Subject Cover Sheet \(Version 1.2009\)](#) [59 KB]

[HEd Subject Evaluation Form \(Version 1.2009\)](#) [31 KB]

[VET Course Evaluation Form \(Version 1.2009\)](#) [61 KB]