



Macarthur Community College Inc
RTO ID 6860

POLICY				
Title	Evaluation and Feedback			
Purpose Describe policy intent	The purpose of this policy is to outline the importance of Course Evaluation and Feedback and requirement to be sought from stakeholders.			
Scope List who this policy and procedure applies to	The implementation of this policy is the responsibility of the Principal. Authority and Actions are delegated to the following staff: VET Manager Program Manager VET and General Program Tutors Administration Staff Participants and their employers (if appropriate)			
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015			
Definitions	'Evaluation and Feedback' is defined as information (views and attitudes of Participants and their employer if relevant) about the administration of the College in general and courses. Data is collected using College forms designed and distributed to the individual participant and/or their employer, and where appropriate VET Tutors/Assessors.			
Policy	The College will, in a structured and timely fashion, actively seek, analyse and act on Evaluations and Feedback from participants, employers, Tutors and assessors. The way in which this is done will be set down in the appropriate procedures document.			
Relevant documentation	Evaluation and Feedback forms from a) VET Courses b) General Program (How wells) Participant and Employer Quality Indicator data Surveys Tutor Course Evaluation Self-reflection Form Data Provision Requirements			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Evaluation procedures			
Review date	March 2016			
Mapping to Standards for RTOs	2.1, 2.2, 2.4, 7.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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