



Learning Outcomes Information Policy & Procedure

Purpose:

The purpose of this policy and procedure is to describe how Sunshine Coast International college (SCIC) informs ELICOS students about the expected outcomes to be achieved for the ELICOS course to which they are enrolled and also the learning outcomes specific to each level (learning block) of their course.

This policy and procedure also addresses the requirements of Standard P3.1(d) of the ELCOS Standards 2018.

Policy:

- A learning outcome as a clear statement of what a student is to understand and be able to do by the end of each English language course or each level of an English language course.
- SCIC defines a learning outcome as a 'can do' statement which focus on the language learner's performance 'Can do' statements have the format, 'Can + action verb' or 'I can +action verb'.
- SCIC provides students with information about the purposes and goals of their chosen English course of study through learning outcome statements.
- Learning outcomes information is provided to students upon commencement of their studies.
- Learning outcomes information is provided to students in electronic format so that the information can be accessed by students in an ongoing manner as they progress through their course.
- Learning outcome information is also provided to teachers to assist with completion of weekly lesson registers.
- Learning outcomes information is provided to all parties in the form of a *Learning Outcome Table*.
- Learning Outcomes Tables hare available for each of SCIC's ELICOS courses including:
 - General English
 - IELTS Examination Preparation
 - English for Academic Purposes (EAP)
 - Cambridge Advanced (CAE) Examination Preparation

Procedure

Provision on information to new students

- Learning outcome information is provided to new students upon commencement of their course.
- Following Monday new student Orientation, Student Services sends new students the *New student commencement email* template.
- The email template provides students with simple information about learning outcomes and a link to the Learning Outcome Table for the ELICOS course they have commenced.



Provision on information to ELICOS teachers

- New ELICOS teachers are issued with a call folder upon commencement of employment.
- The class folder contains a copy of the Learning Outcome Table for the ELICOS course that the teacher will deliver.
- ELICOS teachers record the relevant weekly learning outcomes achieved in the weekly lesson register.

Pro-forma and supporting documents:

- Learning Outcomes table
- Lesson register
- New student commencement email template

Version control:

Title	Learning Outcomes Information Policy & Procedures			
Description	Describes how SCIC provides students with information about the course and course level learning outcome			
Created By	Joe Lynch			
Date Created	23.04.2024			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0		Created		Current