POLICY

Name:	LEARNING, TEACHING and ASSESSMENT POLICY
Policy No:	PP3130
Approved by:	ACER Academic Board
Last reviewed:	New Policy August 2018
Responsible Division/ Department	ACER Institute

1. Purpose

To provide academic direction that underpins ACER's approach to achieving excellence by enhancing and assuring the quality of learning, teaching and assessment, so that on completion of a course of study, students have demonstrated the learning outcomes specified at a level consistent with the Award.

2. Scope

This policy applies to all Staff Members, Teaching Staff, and Students.

3. Definitions – Refer to Glossary of Terms

4. Relevant documents and legislation

ACER Student Policies

Australian Qualifications Framework (AQF) 2nd edn. (Jan 2013)

Disability Standards for Education 2005

Higher Education Standards Framework (Threshold Standards) 2015

Privacy and Data Protection Act 2014 (Victoria).

Copyright Act 1968

- All Award Courses comply with ACER's Course Design, Approval, and Review Policy PP3119, and are responsive to discipline, professional, and employer needs and priorities.
- Staff will ensure that students access and understand their assessment responsibilities listed in section 13, PP 3110 Course Rules.

Policy principles

i. Learning and teaching at ACER is resourced and managed to comply with relevant legislation, including the Higher Education Standards Framework (Threshold Standards) 2015, and the Australian Qualifications Framework (AQF).

ii. ACER's [Quality Professional Learning Quality Principles](#) guide the provision and evaluation of learning.

iii. Courses and Units provide a variety of learning experiences that develop Graduate Attributes.

iv. Learning environments must be accessible to students with disabilities, allow appropriate flexibility and use technology to minimise barriers to learning.

v. Indigenous Knowledges are embedded in curricula and represented in teaching practices.

vi. Learning and teaching is informed through research, is authoritative, and non-aligned.

vii. Assessment will engage Students in learning, and will be designed as an integral part of the learning experience.

viii. Assessment items have manageable workloads for both staff and students.

5. Learning and teaching

5.1 ACER will provide a quality, fit-for-purpose and innovative learning environment which is underpinned by research and enabled by appropriate learning technologies.

5.2 Learning and teaching activities foster progressive and coherent achievement of expected learning outcomes.

5.3 Approaches to teaching are varied and adaptive to future demands in learning, and learning technologies.

5.4 Staff are responsive to students' learning needs and aim to anticipate, understand, meet and exceed students' expectations.

5.5 The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students beyond formal teaching.

6. Assessment

6.1 Methods of assessment are consistent with the learning outcomes being assessed and are capable of confirming that all specified learning outcomes are achieved.

6.2 Current and appropriate learning technologies will be incorporated into Student assessment tasks and ACER learning tools.

6.3 Assessment validly monitors student progress.

6.4 Assessment activities support the academic integrity of ACER's Courses and Units.

6.5 Students receive constructive, adequate and timely feedback on their performance and results in assessment tasks.

6.6 Students will be given clear and timely instructions regarding the submission of assessment tasks.

6.7 Moderation of assessment will be undertaken to assure quality and consistency.

7. Unit Guides

Unit Guides must:
- Be available for each Unit offered by ACER;
- Reflect the objectives and graduate attributes of the Course in which they are offered;
- Be distributed in either hard or electronic copy (where appropriate) to Students prior to their commencement of the Unit;
- List all Assessment Task requirements for each Unit;
- List and link to services and resources that support student learning.

8. Responsibilities

See Schedule of Authority.

9. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this Policy or its Procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

10. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy and procedures to Staff Members, Teaching Staff, and to Students who may be affected by it. The policy and its associated procedures are available online.

11. Version Control

Authorised by: ACER Academic Board
Maintained by: Director, ACER Institute
Written: August 2018
Review: January 2020
Version: 1

Version Control	Date Effective	Approved by	Amendment
1.	1/8/2018	ACER Academic Board	New Policy