



Creativity unlimited

### **Evaluation Policy and Procedure**

S&S Wholesale Pty Ltd (The Company) is committed to the constant evaluation of the courses provided by its tutors. This constant evaluation allows for the implementation of practices and processes that improve the outcomes for attendees of the courses.

#### **Aims**

The aim of the evaluation process is to ensure that all the desired outcomes are being achieved over the period of the course. Furthermore, it allows The Company to ascertain whether its tutors are performing to the level required. Data collected from evaluation forms will assist monitoring and improving the courses if needed. Overall, The Company sees the purpose of conducting evaluations of teaching and courses to:

- A) Ensure that the course is contributing to learning in the program as intended and that the learning outcomes are consistent with those stated for the course;
- B) Encourage tutors to engage in self-assessment on the course design and delivery, and the development of new or improved approaches to teaching the course;
- C) Provide a mechanism for attendees to provide feedback and so enhance the quality of learning and teaching in the future;
- D) Improve the attendee's experience of learning and to ensure they receive the relevant information, methods and techniques required.

#### **Procedures**

- A) Identification of areas and objectives of evaluation
  - B) Collection of feedback via evaluation forms and/or complaints
  - C) Appraisal of feedback data by Sales and Marketing Manager, Education Representative and tutors
  - D) Identify whether improvements to the teaching of the course or to the course itself can (or should) be made.
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