



**PARAMOUNT  
INTERNATIONAL  
COLLEGE**

# Paramount International College

RTO Code 45585, CRICOS Code 03832B

## ELICOS Course Development and Review Policy and Procedure

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## Purpose

Paramount International College is committed to providing students with a quality learning experience through their engagement with their studies. This policy has been developed to outline the framework used for the design, development, implementation and evaluation of courses delivered by Paramount International College.

This policy and procedure contribute to compliance with Standards C1, P3, P4 and P5 of the ELICOS Standards.

## Definitions

**Course** means an ELICOS course of education or training that is solely or predominantly of English language instruction; and provided, or intended to be provided, to an overseas student as defined in section 5 of the ESOS Act.

**ELICOS Standards** means English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018

**Provider** has the meaning under the ESOS Act being a registered provider.



## Policy

### 1. Researching new courses

- Upon deciding to develop a new Course for delivery, Paramount International College conducts preliminary research into the industry, future trends, competition and the student needs and capabilities based on the student target group. This information is used to identify whether a new Course is suitable to be added to Paramount International College's scope of registration and prepare for development of the course.
- Paramount International College also conducts research into content and developments in English language teaching to meet student needs.

### 2. Course curriculum

- The information gathered in the preliminary research stage is used to develop a comprehensive course curriculum.
- Course curriculum are written to provide as much detail as possible about the way in which the Course is trained and assessed so that it provides a complete roadmap to delivery. The course curriculum will include:
  - a) course name
  - b) course component
  - c) copyright information
  - d) course duration (expressed in weeks)
  - e) course purpose
  - f) relationship with other course(s)
  - g) details of any articulation arrangements
  - h) profile of target learner group, including arrangements to meet the learning needs of students of different age groups and learning capabilities
  - i) course outcomes expressed in learner oriented terms
  - j) course entry requirements
  - k) strategy for monitoring student learning progress
  - l) strategy for assessing achievement of learning outcomes including policies and procedures, materials and resources
  - m) samples of certification of completion and partial completion that set out the CRICOS course name, levels of achievement or proficiency, course duration, date of completion, name and contact details of the registered ELICOS provider, and name and title of the signatory
  - n) modes and methods of course delivery
  - o) course structure demonstrating that it meets the minimum requirement of 20 hours face-to-face scheduled course contact per week, as well as any other study requirements and any scheduled breaks
  - p) course syllabus that provides a statement of the purpose and objectives of the course, expected learning outcomes, subjects, structure and assessment of learning and progress
  - q) strategy for ongoing course evaluation and review
  - r) experience and qualifications of course teachers
  - s) key and supplementary teaching resources
  - t) maximum course fee.
- Course curriculum is regularly monitored and reviewed through a range of mechanisms.
- All feedback will be documented and acted upon accordingly to ensure that Paramount International College courses are relevant and current.
- Records of changes are kept and update made to course curriculum and resources as required.



### 3. Resources, facilities and equipment

- Upon developing a new Course, Paramount International College will ensure that it has suitable and sufficient resources, facilities and equipment to deliver the Course. This will include:
  - Teaching rooms – sufficient teaching space and break-out areas are available for students.
  - Equipment – all equipment required to deliver a Course is available for delivery including course specific equipment that may be used as props and aids during delivery and teaching equipment such as whiteboards, data projector, chairs and tables.
  - Teachers – a sufficient number of teachers who are suitably qualified in line with the ELICOS standards are available to deliver the course for the intended number of students.
  - Teaching materials – suitable and relevant teaching materials are available that suit the delivery model for the Course, including text books and learner guides, online content, session plans, delivery aids and handouts (as required).
  - Assessment materials – suitable assessment materials that cover the course curriculum requirements and are suitable for the assessment methods to be used in the Course.
  - Educational support resources – suitable support resources are available for students to assist them in their learning as needed.
- Paramount International College is required to comply with the requirements of the ESOS Act, National Code 2018 and the ELICOS Standards 2018. Regular internal audits are scheduled to monitor ongoing compliance with these requirements and ensure quality delivery.

### 4. Course reviews

- Each year, each Course on Paramount International College's scope of registration will be reviewed to ensure its currency and suitability. The review will ensure:
  - The curriculum is still accurate and current
  - Currency and suitability of all resources, facilities and equipment
  - Currency and suitability of all ELICOS teachers
  - Feedback gathered throughout the previous year will be reviewed and any improvements made to the Course based on this feedback will be implemented if it hasn't been already.



### Procedures

#### 1. Course development

Refer ELICOS Standards C1

Procedure	Responsibility
<p><b>A. Research requirements of Course</b></p> <ul style="list-style-type: none"> <li>▪ Identify needs of key target groups by conducting research or speaking to those with expertise in the area of ELICOS courses.</li> <li>▪ Determine suitable length of course and structure including consideration of minimum contact hours for ELICOS students being 20 hours</li> <li>▪ Source options for teaching and assessment materials.</li> </ul>	Director of Studies
<p><b>B. Draft or source course curriculum</b></p> <ul style="list-style-type: none"> <li>▪ Prepare a draft of the course curriculum or source a suitable provider.</li> <li>▪ Conduct research to ensure that the course content is informed by developments in English language teaching to meet student needs.</li> <li>▪ Each section of the course curriculum should be completed in detail.</li> <li>▪ Ensure the following is included:               <ul style="list-style-type: none"> <li>a) course name</li> <li>b) course component</li> <li>c) copyright information</li> <li>d) course duration (expressed in weeks)</li> <li>e) course purpose</li> <li>f) relationship with other course(s)</li> <li>g) details of any articulation arrangements</li> <li>h) profile of target learner group, including arrangements to meet the learning needs of students of different age groups and learning capabilities</li> <li>i) course outcomes expressed in learner-oriented terms</li> <li>j) course entry requirements</li> <li>k) strategy for monitoring student learning progress</li> <li>l) strategy for assessing achievement of learning outcomes including policies and procedures, materials and resources</li> <li>m) samples of certification of completion and partial completion that set out the CRICOS course name, levels of achievement or proficiency, course duration, date of completion, name and contact details of the registered ELICOS provider, and name and title of the signatory</li> <li>n) modes and methods of course delivery</li> <li>o) course structure demonstrating that it meets the minimum requirement of 20 hours face-to-face scheduled course contact per week, as well as any other study requirements and any scheduled breaks</li> <li>p) course syllabus that provides a statement of the purpose and objectives of the course, expected learning outcomes, subjects, structure and assessment of learning and progress</li> <li>q) strategy for ongoing course evaluation and review</li> <li>r) experience and qualifications of course teachers</li> <li>s) key and supplementary teaching resources</li> <li>t) maximum course fee.</li> </ul> </li> <li>▪ The curriculum should be a roadmap to the whole Course. Provide sufficient detail and specifics in the curriculum so that anyone who reads it can pick up the curriculum and know exactly how the Course should be run.</li> </ul>	Director of Studies and Compliance Officer



Procedure	Responsibility
<ul style="list-style-type: none"> <li>Curriculum should be approved by the CEO.</li> </ul>	
<b>C. Draft timetables</b> <ul style="list-style-type: none"> <li>Draft a timetable</li> <li>Include duration, holiday breaks, number of students and classrooms (ensuring a ratio of 1:18) and teacher details, as well as schedule of topics and teaching and assessment activities</li> </ul>	Director of Studies

## 2. Resource, facilities and equipment

Refer ELICOS Standards P5

Procedure	Responsibility
<b>A. Ensure appropriate facilities</b> <ul style="list-style-type: none"> <li>Ensure Paramount International College has access to the required facilities for the student numbers (1:18) for each Course.</li> <li>New facilities should be assessed using the Delivery Site Inspection Checklist.</li> <li>Consider the requirements of the ASQA Fact Sheet: Health and Safety requirements for educational purposes available at: <a href="https://www.asqa.gov.au/news-publications/publications/fact-sheets/health-and-safety-requirements-educational-premises">https://www.asqa.gov.au/news-publications/publications/fact-sheets/health-and-safety-requirements-educational-premises</a></li> </ul>	Compliance Officer
<b>B. Ensure appropriate equipment</b> <ul style="list-style-type: none"> <li>For each course, determine the equipment required to deliver the course.</li> <li>Ensure Paramount International College has access to the required equipment for the student numbers for each Course, ensuring these are available at the facilities in which teaching will occur.</li> </ul>	Compliance Officer
<b>C. Learning and support materials</b> <ul style="list-style-type: none"> <li>Ensure there are suitable learning materials for the course. This may include student/learner guides, textbooks, online materials, session plans, handouts and other delivery aids.</li> <li>Upon the development of new courses, ensure learning materials are suitable and are customized to student needs.</li> <li>Ensure learning materials cover the required subjects.</li> <li>Adjust materials if required to ensure suitability or develop supplementary materials where required.</li> <li>Learning materials to be used in each course must be recorded in the curriculum.</li> <li>Learning materials should be updated and reviewed on a regular basis based on feedback received from students, teachers and others as relevant.</li> <li>Identify any additional support resources students may need for the Course and ensure these resources are available where possible.</li> </ul>	Compliance Officer
<b>D. Assessment</b> <ul style="list-style-type: none"> <li>Paramount International College has valid and suitable formative and summative assessments for each subject in each Course. This includes: <ul style="list-style-type: none"> <li>clear identification of assessment outcomes as they relate to progress through the course</li> <li>Set assessment tasks with clear guidance to the student</li> <li>Clear criteria</li> <li>Marking guidance for teachers with clear instructions and benchmark answers</li> <li>Mapping showing how tasks relate to the unit of competency or module requirements</li> </ul> </li> </ul>	



Procedure	Responsibility
<ul style="list-style-type: none"> <li>- Appropriate recording tools to record observations, feedback, outcomes and decision-making rules used.</li> <li>- In the case of ELICOS courses which are provided under a direct entry arrangement to a tertiary education course, formal measures are in place to ensure that assessment outcomes are comparable to other criteria used for admission to the tertiary education course of study, or for admission to other similar courses of study.</li> <li>▪ Upon the development of new Courses, ensure assessment materials are valid and appropriate.</li> <li>▪ Adjust assessment materials if required to ensure suitability.</li> <li>▪ Outline the assessment materials to be used in each course in the course curriculum.</li> <li>▪ Assessment materials should be updated and reviewed on a regular basis based on feedback received from students, teachers and moderation outcomes.</li> </ul>	

### 3. Submit applications for new course as applicable

Refer National Code: Standard 11

Procedure	Responsibility
<p><b>A. Submit application to ASQA</b></p> <ul style="list-style-type: none"> <li>▪ Upload details from the curriculum and timetables to ASQAnet</li> <li>▪ Address information requirements for each course in ASQAnet including:               <ul style="list-style-type: none"> <li>- course duration and holiday breaks</li> <li>- number of international students</li> <li>- contact hours</li> </ul> </li> </ul>	Compliance Officer

### 4. Course review

Refer ELICOS Standards: P3, P4, P5

Procedure	Responsibility
<p><b>A. Review Course</b></p> <ul style="list-style-type: none"> <li>▪ Courses are regularly monitored to ensure their appropriateness. Monitoring includes:               <ul style="list-style-type: none"> <li>- Benchmarking with other providers</li> <li>- Expert Advice</li> <li>- Evaluation of feedback from students, staff and others as relevant. Learning outcomes are also evaluated to input into the review.</li> </ul> </li> <li>▪ Review the curriculum and learning and assessment materials.</li> <li>▪ Analyze feedback received from student and staff and others as required.</li> <li>▪ Act on any feedback collected during course delivery and document how this feedback has been used to improve or develop the Course.</li> </ul>	Compliance Officer



### Document control

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### Summary of changes

Date	Change
05.05.2018	Full version of ELICOS Course Development and Review Policy and Procedure Version ID: TA1-E – Course Development and Review P&P V1.0
01.01.2024	Version ID PIC-ELICOS-D&R-V1.0 Version naming convention updated to keep consistency across all policies and procedures as well as other PIC documents. Reviewed and updated against the current SRTOs and National Code Standards. Reviewed and updated according the current administrative and legal frameworks in practice. Reviewed and updated in alignment with the current administrative practice and documents in use.

### Note

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