

Learning and Teaching Enhancement Policy and Procedure

Version	Approved by	Approval date	Review date
01	Academic Board	August 2024	September 2025

Administrators Responsible	Learning & Teaching Committee, Dean, Assistant Deans, Registrar
Policy Statement	The International School of Global Leaders (ISGL) is committed to providing high-quality education that fosters academic excellence, innovation, and continuous improvement in teaching and learning practices. This policy establishes the framework for developing, implementing, monitoring and reviewing the Learning and Teaching Enhancement Plan (LTEP) to ensure it aligns with ISGL's mission, strategic goals and TEQSA standards.

1. OBJECTIVES

- Enhance the quality and effectiveness of teaching and learning across all programs.
- Promote the use of innovative teaching strategies and technologies.
- Ensure continuous professional development of faculty in pedagogical practices.
- Improve student learning outcomes and overall student experience.

2. SCOPE

This policy applies to all teaching and academic support staff involved in delivering postgraduate programs at ISGL.

3. FRAMEWORK

The framework for the LTEP includes structured phases of planning, implementation, monitoring and review, ensuring all educational initiatives are strategically aligned and effectively executed.

4. PROCEDURES

4.1 Planning Phase

- Objective Setting: Annually, the Dean, with the Assistant Deans and Academic Board, sets measurable objectives tailored to the strategic goals of ISGL.
- Strategy Development: Develop and document strategies that address the LTEP objectives, considering required resources, potential challenges and impacts on current practices.
- Resource Allocation: Allocate necessary resources including budget, personnel and technology to support LTEP activities.

4.2 Implementation Phase

- Training Programs: The Dean organises training sessions for faculty on new teaching methods, use of technology in education and effective assessment practices. Ensures induction training for new faculty.
- Technology Integration: The Program Administration team collaborates with the IT Department to enhance digital learning tools and platforms, including updates to the Learning Management System (LMS).

4.3 Monitoring Phase

- Progress Tracking: The Dean monitors the implementation of the LTEP. The Program Administration supports the Dean in gathering regular updates from responsible parties.
- Data Collection: Collect data on key performance indicators to assess the impact of implemented strategies on teaching effectiveness and student engagement.
- Report Preparation: The Dean tables comprehensive reports outlining outcomes, lessons learned, and recommendations for improvements in the Academic Board.

4.4 Roles & Responsibilities

- Academic Board: Oversight of the LTEP, ensuring it aligns with institutional goals and TEQSA standards.
- Dean and Assistant Deans: Direct implementation and ongoing management of the LTEP.
- Faculty: Engage in professional development and apply effective teaching practices.
- Program Administration Team: Facilitate the operational aspects of the LTEP.

Related Documents

- a. Learning and Teaching Enhancement Plan
- b. Professional Development Policy
- c. Scholarship of Learning and Teaching (SoLT) Policy