

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: <b>200</b>	POLICY NO: <b>205</b>	ISSUE DATE: 05/03/03
TITLE: <b>DEVELOPMENT &amp; EVALUATION OF TEACHING PROGRAMMES</b>		ISSUE NO: 2
		PAGE: 1 OF 1

---

## Notes on Course Development and Evaluation

- 1 Macleans College will extend student opportunities for courses by utilising the Correspondence School and other providers as appropriate. For example – Cambridge International Examinations (CIE), Secondary Tertiary Alignment Resource (STAR) and its links with an array of tertiary providers.
- 2 Staff or department interest in a new course or subject area can be communicated to the Board of Studies for further investigation.
- 3 Where less than 10 students have opted for a course, a course may be deemed not viable, unless special circumstances apply as determined by the Principal.
- 4 Heads of Faculties (HOFs) will be responsible for development of programme detail, and will involve their staff in the development of and review of courses.
- 5 HOFs in conjunction with the Professional Development Committee will be responsible for seeing that teachers within the department are provided with the appropriate professional support and staff development to deliver the course.
- 6 HOFs will be responsible for ensuring that staff are following course guidelines in terms of purpose, content and assessment.
- 7 HOFs will ensure that course purpose, content and assessment shall be fully documented and made available to staff and students.
- 8 Course information will be made available to students and parents through a Course Calendar.
- 9 Time will be allocated for course guidance staff to provide and to discuss with individual students course information.
- 10 All courses will have outcomes in line with the National Curriculum Framework. Senior courses will have outcomes in line with nationally registered qualifications or approved pathways eg. NZVCC ie. entry into New Zealand Universities.
- 11 The Board of Studies and staff generally will be encouraged to consult with professional, industry, advisory, moderation and other groups in the development and evaluation of programmes.